



DAWeb

Auditor Controller

Auditor-Controller Direct Assessment Web Application (DAWeb)

Agency Manual

April 20, 2016

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INTRODUCTION

DAWeb was created to support the high volume of Direct Assessments (DA) during the annual property tax roll build-up process. In the past, agencies saved DA files on CDs and mailed them to the Auditor-Controller to process. A lot of time was spent waiting for the CD's to arrive, loading and processing each CD and sending reports back to every agency.

DAWeb is a web-based application that enables agencies to upload and submit Direct Assessment (DA), Public Utility (PU) and Correction (COR) files, along with the corresponding legal documents. Agencies will have the ability to retrieve Parcel Change, History/Detail and Data Transmittal reports immediately after their data files are uploaded and validated via DAWeb. The new application provides a faster turnaround and makes the roll build-up process more efficient. For instance, DAWeb eliminates the agencies' time to create and mail their CDs and legal documents to the Auditor and to receive reports from the Auditor. DAWeb also improves accuracy, privacy and security since the information is prepared, submitted and controlled by each agency.

NOTE: DAWeb is to be used only during the roll build-up process and should not be used to submit corrections during the rest of the year.

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LOGIN PAGE

A. Open an **Internet Browser**. The following browsers are compatible:

NOTE: Internet Explorer 7 thru 9 are compatible with DAWeb.



Apple
Safari



Mozilla
Firefox



Windows
Explorer



Google
Chrome

B. Type the following in the address bar: <http://daweb.auditor.lacounty.gov/> and press Enter. On the login screen is a list of Help Menu Options.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

Address bar: <http://daweb.auditor.lacounty.gov/>

File Edit View Favorites Tools Help

DAWEB

DAWeb Auditor Controller v 2.2.3.2 Welcome, User

User Name

Password

Log In

Forgot Password

Help Menu Options

- DAWeb Agency Manual
- Virtual Tutorials
- Instructions for Browser History Clean-up
- Suggestions for other web browsers
- DA Submission Procedure Manual
- Agency Information Sheet template
- Billing Agreement template
- Direct Payment Listing Report (Replaced LS09)
- LS 09 Report Prior Year
- Contact

Trusted sites 100%

NOTE: Help Menu Options and Descriptions:

| | |
|---|--|
| DAWeb Agency Manual | Step-by-step instructions of the DAWeb process. It is important to save or print a copy and reference the latest version. The process and features may change from year to year as we make enhancements to improve your DAWeb experience. The date indicated on the cover page will change if there are any updates made to the manual. |
| Virtual Tutorials | Virtual training lessons for each section of the DAWeb process. From here, you can select and play each training lesson directly from your PC. |
| Instructions for Browser History Clean-up | Your web browser automatically saves browser history and Cookies that may interfere with logging in. The link will display instructions on how to clear your browser history and Cookies. |
| Suggestions for other web browsers | Internet Explorer has security controls that may compromise the functionality of DAWeb. The link provides instructions for installing a different web browser if technical issues are encountered while running the DAWeb application with Internet Explorer. |
| DA Submission Procedure Manual | The annual submission manual that DA Unit provides to all agencies before DA roll build-up season starts. Important DA processing dates are included |
| Agency Information Sheet template | This is one of the four legal documents that agencies submit to inform the Auditor whether an agency will or will not be submitting direct assessments for the current Fiscal Year along with the agency contact Information. The link will open the template as a Word document. |
| Billing Agreement template | This is also one of the four legal documents that agencies submit. It is a standard agreement between the LA County Auditor-Controller and the Agency for billing and collection of fees for the placement of direct assessments on the Secured Tax Roll (STR). The link will open the template as a Word document. |
| Direct Payment Listing Report (replaced LS09 Report) | This report contains the current fiscal year's parcels and DA amounts that were placed on the Secured Tax Roll (STR) for each agency. The link will bring you to the Department of Auditor-Controller website where you can search the report by agency number. For instructions on how to search for your agency's DA Payment Listing report, click the Direct Assessments link on the left panel. Scroll down and click the DA Payment Listing Report Viewing Instructions link. |
| LS09 Report Prior Year | This report contains prior year parcels and DA amounts that were placed on STR for each agency. This link will also bring you to the Department of Auditor-Controller website. For instructions on how to search for your agency's LS09 Report Prior Year, scroll down and click the LS09 2011 Instructions link. Note: The year on the instructions link will increment each year. |
| Contact | Click the link to expand the contact information of the DA Unit Supervisor who is in charge of all direct assessments and DAWeb inquiries. |

NOTE: The following links are also located on the Department of Auditor-Controller's website under the Direct Assessments link:

- DA Submission Procedure Manual
- Agency Information Sheet template
- Billing Agreement template
- DA Payment Listing Report Viewing Instructions
- LS09 2011 Instructions

The screenshot shows the website of the Los Angeles County Auditor-Controller. The browser is Microsoft Internet Explorer. The URL is <http://onlineapps.auditor.lacounty.gov/da/>. The page title is "Los Angeles County Auditor-Controller-Property Tax-Tax Rates - Microsoft Internet Explorer provided by LA County, Auditor-Contr". The website has a navigation bar with links: Home, About the Auditor, **Property Tax**, Reports, Join Us, and Contact Us. The "Property Tax" section is expanded, showing a list of links: Property Tax, Property Tax FAQs, Property Tax Forms, Property Tax Report Central, Revenue Allocation Summaries, Important Dates, Glossary, Tax Rates, and **→ Direct Assessments** (highlighted with a red box). Below the navigation bar, the "Direct Assessments Contact List" section is visible, titled "Finding Property Tax Bill Contact Information". It contains a search box and a "Submit" button. Below this, the "DA Submission Procedural Manual" section is visible, containing a link to the "2013 Direct Assessment Manual" (highlighted with a red box). The "Forms" section is also visible, containing links to "Agency Information Sheet", "Billing Agreement", "Current Year Corrections Form", and "Prior Year Corrections Form". The "DA Payment Listing Report (Replaced LS09)" section is visible, containing a link to "DA Payment Listing Report Viewing Instructions" (highlighted with a red box). The "LS09 Report Prior Years" section is visible, containing a link to "LS09 Report and DataView Setup Instructions" and a link to "* LS09 2011 Instructions" (highlighted with a red box).

C. To log in, enter your **User Name** and **Password** and click the **Log In** button.

DAWeb Auditor Controller v2.2.3.2 Welcome, User

User Name
auser

Password
●●●●●●●●

Log In

[Forgot Password](#)

Help Menu Options

- [DAWeb Agency Manual](#)
- [Virtual Tutorials](#)
- [Instructions for Browser History Clean-up](#)
- [Suggestions for other web browsers](#)
- [DA Submission Procedure Manual](#)
- [Agency Information Sheet template](#)
- [Billing Agreement template](#)
- [Direct Payment Listing Report \(Replaced LS09\)](#)
- [LS 09 Report Prior Year](#)
- [Contact](#)

D. If you do not remember your password, click the **Forgot Password** link.


User Name

Password

Log In

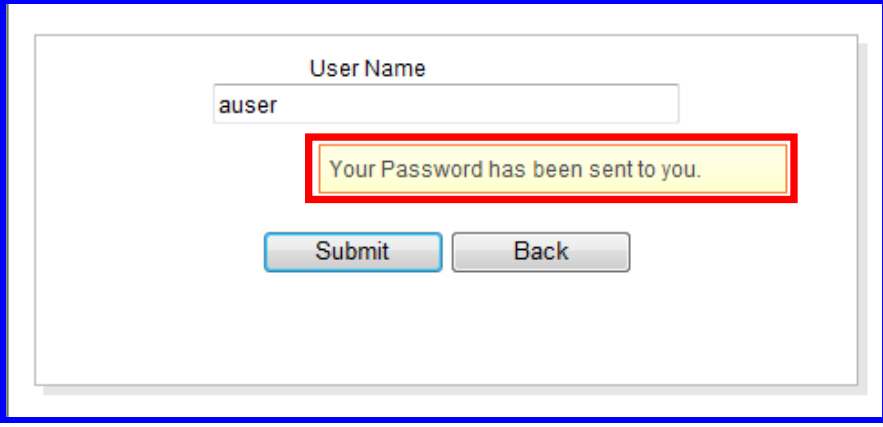
[Forgot Password](#)

E. Enter your **user name** and click the **Submit** button.



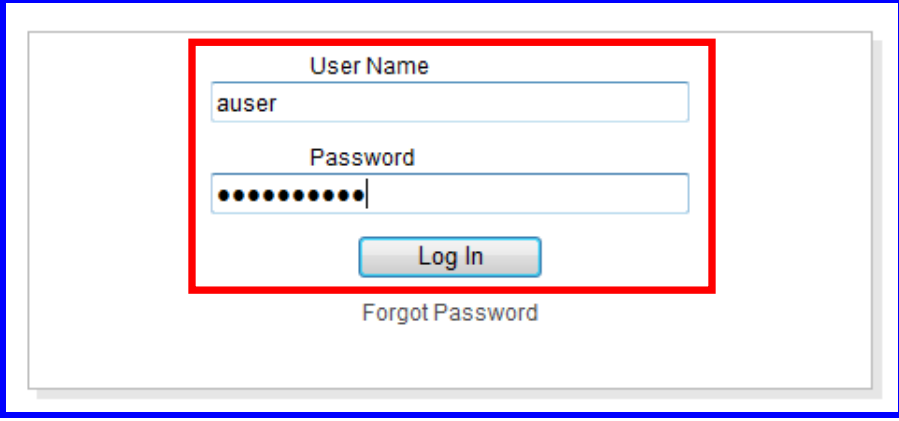
A screenshot of a web form with a light gray background. At the top, the text "User Name" is centered above a text input field. The input field contains the text "auser". Below the input field, there are two buttons: a blue "Submit" button and a gray "Back" button. A red rectangular box highlights the "User Name" input field and the "Submit" button. The entire form is enclosed in a blue rectangular border.

F. A temporary password will be sent via email. Check the Junk or Spam folder if it does not appear in your Inbox.



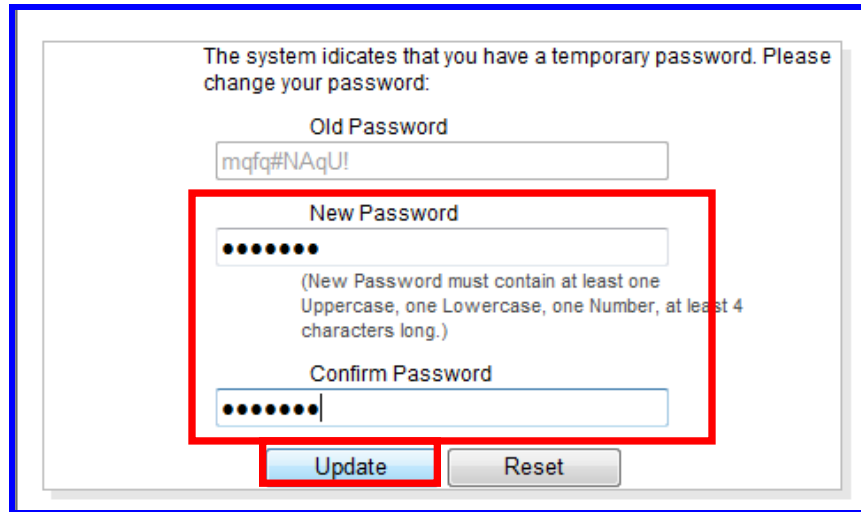
A screenshot of a web form similar to the previous one. The "User Name" input field contains "auser". Below it, a yellow message box with a red border contains the text "Your Password has been sent to you.". Below the message box are the "Submit" and "Back" buttons. The entire form is enclosed in a blue rectangular border.

G. Enter your **User Name** and **Temporary Password** and click the **Log In** button.



A screenshot of a web form with a light gray background. It has two input fields: "User Name" (containing "auser") and "Password" (containing ten dots). Below the "Password" field is a blue "Log In" button. At the bottom, there is a link that says "Forgot Password". A red rectangular box highlights the "User Name" and "Password" input fields and the "Log In" button. The entire form is enclosed in a blue rectangular border.

- H. A new window will prompt you to change the temporary password. Enter your **new password**, confirm the password and click the **Update** button. DAWeb will take you directly to the Inbox.



The system indicates that you have a temporary password. Please change your password:

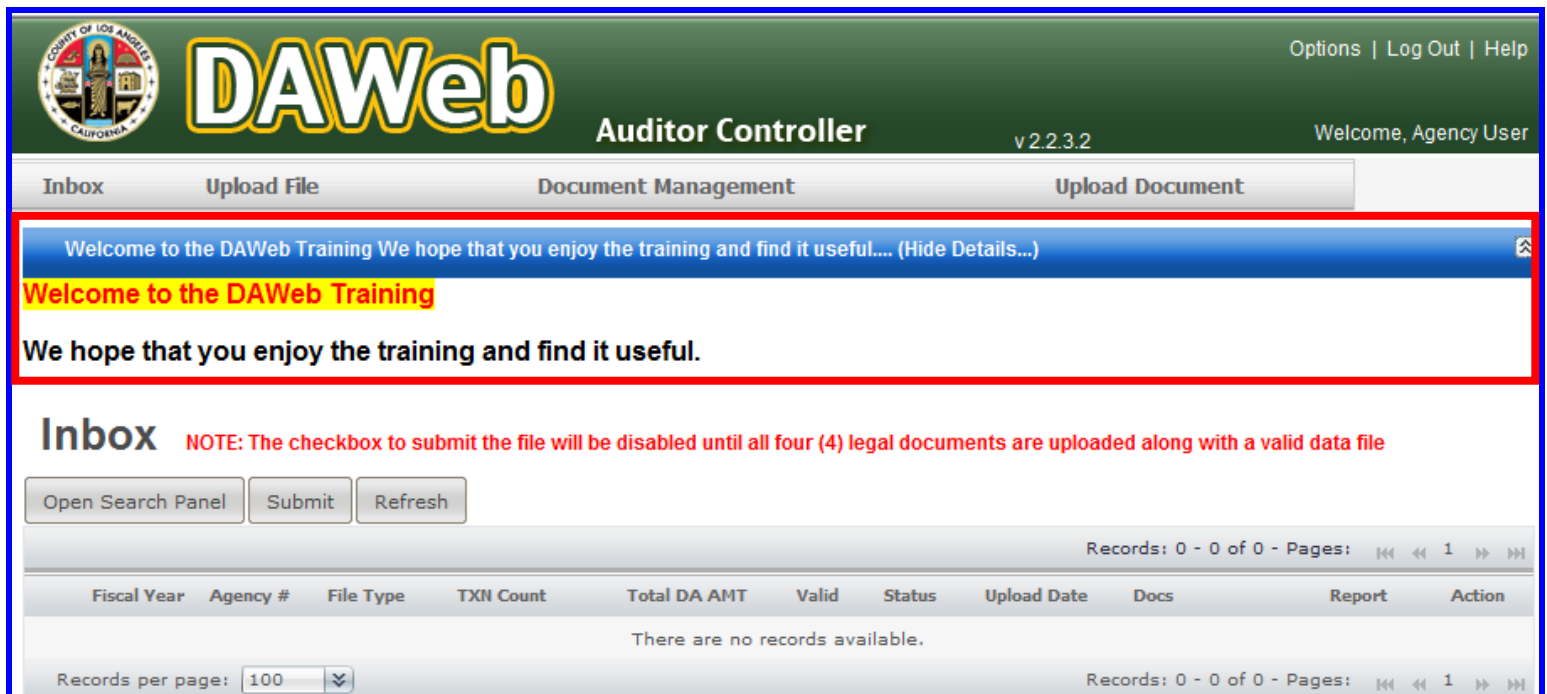
Old Password
mqfq#NAqU!

New Password
••••••••
(New Password must contain at least one Uppercase, one Lowercase, one Number, at least 4 characters long.)

Confirm Password
••••••••

Update Reset

- I. Always check for new messages from the Auditor in the blue message area in the Inbox. The Message area will display important announcements regarding DA Processing.



DAWeb Auditor Controller v2.2.3.2 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management Upload Document

Welcome to the DAWeb Training We hope that you enjoy the training and find it useful.... (Hide Details...)

Welcome to the DAWeb Training

We hope that you enjoy the training and find it useful.

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 0 - 0 of 0 - Pages: 1

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|---------------------------------|----------|-----------|-----------|--------------|-------|--------|-------------|------|--------|--------|
| There are no records available. | | | | | | | | | | |

Records per page: 100

Records: 0 - 0 of 0 - Pages: 1

J. Click anywhere on the blue message bar to collapse the message box.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header bar with the County of Los Angeles seal, the DAWeb logo, the title "Auditor Controller", version "v2.2.3.2", and user information "Welcome, Agency User". Below the header is a navigation bar with links: "Inbox", "Upload File", "Document Management", and "Upload Document". A blue message bar is highlighted with a red border, containing the text: "Welcome to the DAWeb Training We hope that you enjoy the training and find it useful.... (Show Details...)". Below the message bar is the "Inbox" section. It features a red note: "NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file". There are buttons for "Open Search Panel", "Submit", and "Refresh". Below these buttons is a table with columns: "Fiscal Year", "Agency #", "File Type", "TXN Count", "Total DA AMT", "Valid", "Status", "Upload Date", "Docs", "Report", and "Action". The table is currently empty, with the text "There are no records available." displayed. At the bottom of the table, there is a "Records per page" dropdown set to "100" and pagination information: "Records: 0 - 0 of 0 - Pages: 1".

K. Click the Options link if you wish to change your password at any time.

The screenshot shows the DAWeb Auditor Controller interface with the "Options" link highlighted in the top right corner. Below the navigation bar, there is a form for changing the password. The form includes three input fields: "Old Password", "New Password", and "Confirm Password". Below the "New Password" field, there is a note: "(New Password must contain atleast one Uppercase, one Lowercase, one Number, at least 4 characters long.)". At the bottom of the form, there are two buttons: "Update" and "Reset".

L. Click the [Help](#) link to access the Help Menu Options from inside DAWeb.



The screenshot shows the DAWeb Auditor Controller interface. The header includes the County of Los Angeles logo, the DAWeb logo, the title "Auditor Controller", the version "v2.2.3.2", and the user "Welcome, Agency User". The top right corner has links for "Options", "Log Out", and "Help" (highlighted with a red box). Below the header is a navigation bar with "Inbox", "Upload File", "Document Management", and "Upload Document". The main content area is titled "Help Menu Options" and contains a list of links:

- [DAWeb Agency Manual](#)
- [Virtual Tutorials](#)
- [Instructions for Browser History Clean-up](#)
- [Suggestions for other web browsers](#)
- [DA Submission Procedure Manual](#)
- [Agency Information Sheet template](#)
- [Billing Agreement template](#)
- [Direct Payment Listing Report \(Replaced LS09\)](#)
- [LS 09 Report Prior Year](#)
- [Contact](#)

M. Click the [Log Out](#) link to log out of DAWeb.



The screenshot shows the DAWeb Auditor Controller interface. The header includes the County of Los Angeles logo, the DAWeb logo, the title "Auditor Controller", the version "v2.2.3.2", and the user "Welcome, Agency User". The top right corner has links for "Options", "Log Out" (highlighted with a red box), and "Help". Below the header is a navigation bar with "Inbox", "Upload File", "Document Management", and "Upload Document". A blue banner reads "Welcome to the DAWeb Training We hope that you enjoy the training and find it useful.... (Show Details...)". Below this is the "Inbox" section with a red note: "NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file". There are buttons for "Open Search Panel", "Submit", and "Refresh". A table with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action is shown. The table is empty, with the message "There are no records available." displayed. The bottom of the page shows "Records per page: 100" and "Records: 0 - 0 of 0 - Pages: 1".

RETRIEVE THE PARCEL CHANGE REPORT

IMPORTANT MESSAGE

New agencies can not retrieve the Parcel Change report until the current year data file is uploaded to DAWeb. Please proceed to 'Create the Excel Input Data File' section (P. 19) or 'Create the Text Input Data File' section (P. 28).

Only returning agencies can retrieve the Parcel Change Report in this section.

- 1A.** The **Parcel Change** file for the new fiscal year becomes available at the **end of June**. Returning Agencies will retrieve the new Parcel Change Report by **locating the previous year's Direct Assessment and Public Utility files** by clicking on the **Open Search Panel** tab in the **Inbox**.

The screenshot shows the DAWeb Auditor Controller interface. The top navigation bar includes the County of Los Angeles logo, the DAWeb logo, the title 'Auditor Controller', the version 'v2.2.0.2', and links for 'Options | Log Out | Help'. Below the navigation bar, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Inbox' tab is active, displaying a message: 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file'. Below this message, there are three buttons: 'Open Search Panel' (highlighted with a red box), 'Submit', and 'Refresh'. A table header is visible with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table content area states 'There are no records available.' and shows pagination information: 'Records: 0 - 0 of 0 - Pages: 1'.

- 1B.** Enter the **previous Fiscal Year** (enter 2012 in FY 2013) and click the **Search** button to retrieve all of your previous year files.

The screenshot shows the DAWeb Auditor Controller interface with the 'Search Panel' open. The 'Fiscal Year' field is set to '2012' and is highlighted with a red box. Below the 'Fiscal Year' field, there are fields for 'Agency Number', 'File Type' (set to 'All'), 'Valid' (set to 'All'), and 'Status' (set to 'All'). There are also 'Upload Date' fields for 'From' and 'To'. At the bottom of the search panel, there are three buttons: 'Search' (highlighted with a red box), 'Reset', and 'Close Search Panel'. The background shows the same 'Inbox' section as the previous screenshot, with the message 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file' and the table header visible.

NOTE: More specific searches can be done by entering any combination of the **Fiscal Year, Agency Number, File Type, Valid, Status and Upload Date** ranges.

Click the **Reset** button to clear the search criteria and reset the Inbox back to the default search (current fiscal year). Click the **Close Search Panel** button to close the Search Panel.

SEARCH FEATURES

| | | |
|---|------------------------------------|---|
| 1 | Fiscal Year | Fiscal Year that the Agency Number was processed. |
| 2 | Agency # | Direct Assessment Agency Number assigned to each agency by the Auditor-Controller. |
| 3 | File Type | File Type submitted for STR processing. The three file types are as follows: <ul style="list-style-type: none"> • Direct Assessment • Public Utility • Correction |
| 4 | Valid | Indicates if the file submitted is valid (Valid = 'yes') or invalid (Valid = 'no'). |
| 5 | Status | Tracks the progress of the agency number throughout the DA process. The status options are as follows: <ul style="list-style-type: none"> • Work In Progress • Pending Review • Pending Approval • Supervisor Approved • Batched • Sent to Mainframe • Failed in Batching |
| 6 | Upload Date From: & To: | - Date Range of when the file was uploaded to DAWeb. |

- 1C. Click the **PCL CHG RPT** link under the **Report** column for each of your previous year's files. The previous year's files will be run against the current year's Parcel Change file to produce the Parcel Change Report.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there's a header with the DAWeb logo, 'Auditor Controller' text, version 'v 2.2.0.2', and user information 'Welcome, Agency User'. Below the header is a navigation bar with 'Inbox', 'Upload File', 'Document Management', and 'Upload Document' tabs. The 'Inbox' tab is active, showing a table with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The 'Report' column contains links like 'PCL CHG RPT' and 'Data Transmittal History/Detail Report'. The 'Action' column contains 'Edit', 'Check Out', and 'Delete' links. The table lists several files for the year 2012, all with a status of 'yes' and a 'SENT TO MAINFRAME' icon.

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|-------------|----------|-----------|-----------|------------------|-------|-------------------|-------------|------|---|-----------------------------|
| 2012 | 999.99 | DA | 6,115 | \$2,329,208.68 | yes | SENT TO MAINFRAME | 07/09/2012 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| 2012 | 999.99 | COR v2 | 7 | \$6,100.00 | yes | SENT TO MAINFRAME | 07/09/2012 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| 2012 | 999.99 | COR v1 | 5 | \$3,628.57 | yes | SENT TO MAINFRAME | 07/09/2012 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| 2012 | 999.90 | DA | 1,120 | \$74,760.00 | yes | SENT TO MAINFRAME | 07/09/2012 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| 2012 | 888.88 | DA | 5,988 | \$151,062,450.01 | yes | SENT TO MAINFRAME | 07/10/2012 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| 2012 | 099.99 | DA | 5,987 | \$51,062,900.00 | yes | SENT TO MAINFRAME | 07/10/2012 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| 2012 | 009.90 | DA | 5,986 | \$912,750.00 | yes | SENT TO MAINFRAME | 07/10/2012 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

Records: 1 - 7 of 7 - Pages: 1

- 1D. **Blank Parcel Change Report** means that there are **no parcel changes from the previous year**. This is normal and should not be a concern. Click the **X** to close the document and continue checking other files for parcel changes.

The screenshot shows the DAWEB Main Report window. The title bar indicates 'DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller'. The window has a search bar and a 'Find...' button. The 'Main Report' tab is active, displaying a report for the year 2013. The report shows 'PARCEL CHANGE FILE' and 'PARCEL CHANGE REPORT' with a 'RUN DATE' of 05/29/2013 and an 'UPLOAD DATE' of 06/21/2012. The 'AGENCY NUMBER' is 999.99. The report also shows 'TOTAL OLD PARCEL CNT: 0' and 'TOTAL NEW PARCEL CNT: 0'. The 'FILE TYPE' is 'Direct Assessment File' and the 'FILE NAME' is 'DA_2012_99999.xls'. At the bottom, there's a table with columns: ID, PCL, FORMAT, STATUS, AGENCY NUMBER, and DA AMOUNT.

| ID | PCL | FORMAT | STATUS | AGENCY NUMBER | DA AMOUNT |
|----|-----|--------|--------|---------------|-----------|
| | | | | | |

Done Trusted sites 100%

1E. **Print** or **Export** the Parcel Change report for your reference. The file can be exported to PDF or Excel format. This report will be used in the following sections: **'Create the Excel Input Data File' (P. 19)** or **'Create the Text Input Data File' (P. 28)**

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

Find... 1 of 1 100%

Main Report

1 2013 PARCEL CHANGE FILE 2 PARCEL CHANGE REPORT 4 RUN DATE 05/30/2013

3 AGENCY NUMBER 999.99 5 UPLOAD DATE 06/21/2012

6 TOTAL OLD PARCEL CNT: 4

7 TOTAL NEW PARCEL CNT: 4

8 FILE TYPE: Direct Assessment File

9 FILE NAME: DA_2012_99999.xls

| 10 ID | 11 PCL | 12 FORMAT | 13 STATUS | 14 AGENCY NUMBER | 15 DA | AMOUNT |
|-----------------|------------|-----------|-----------|------------------|-------|--------|
| 212041008002001 | 5318006014 | M1 | O | 999.99 | | 288 |
| 212041008002001 | 5318006020 | M1 | T | | | 0 |
| 212092606001001 | 5308027031 | 1M | O | 999.99 | | 288 |
| 212092606001001 | 5308027039 | 1M | T | | | 0 |
| 212092606001001 | 5308027040 | 1M | T | | | 0 |
| 212092606001002 | 5308027032 | 1M | O | 999.99 | | 288 |
| 212092606001002 | 5308027041 | 1M | T | | | 0 |
| 212092606001002 | 5308027042 | 1M | T | | | 0 |
| 212092606001003 | 5308027039 | M1 | T | | | 0 |

Done Trusted sites 100%

NOTE: Listed below are the fields on the **Parcel Change Report**.

| | | |
|----|--------------------------------|--|
| 1 | YYYY Parcel Change File | YYYY = year of the Parcel Change File used in generating this report |
| 2 | Parcel Change Report | Report Heading |
| 3 | Agency Number | Displays the Agency Number used in generating this report |
| 4 | Run Date | Date the report was generated |
| 5 | Upload Date | Date that the file was uploaded onto DAWeb |
| 6 | Total Old Parcel Count | Total count of parcels with status = O (Old) |
| 7 | Total New Parcel Count | Total count of parcels with status = N (New) |
| 8 | File Type | Direct Assessment File, Public Utility File or Correction File |
| 9 | File Name | File name uploaded by agency |
| 10 | ID | Assessor ID number used to track parcel changes |
| 11 | Parcel No | Property identification number |
| 12 | Format | Indicates how many parcels were affected during the parcel change <ul style="list-style-type: none"> • M1 (many to one) – two or more (old + temp) parcels got converted into one new parcel. • 1M (one to many) – one old parcel got converted to two or more (temp + new) parcels. • 11 (one to one) – one old parcel got converted to one new parcel. |
| 13 | Status | Indicates the status of the parcel: N (New), O (Old) or T (Temporary) <ul style="list-style-type: none"> • Add parcels with 'N' status to the new roll and assign assessment amount • Delete parcels with 'O' status for the new roll. • Do Not Add parcels with 'T' status to the new roll |
| 14 | Agency Number | Agency number associated with the Parcel Change Report. |
| 15 | DA Amount | Assessment Amount listed on the input file. New and temporary parcels have \$0.00 assessments since they were not assessed on the previous year's input file. |

1F. To Export and Save as **PDF**, click the **Export icon**, select **PDF** from the File Format drop down box and click the **Export** button. To Export and Save as Excel, skip to step 1J (P. 17)

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

Find... 1 of 1 100%

Main Report

2013 PARCEL CHANGE FILE PARCEL CHANGE REPORT RUN DATE 05/30/2013
DATE 06/21/2012

TOTAL OLD PARCEL CNT:
TOTAL NEW PARCEL CNT:
FILE TYPE: Direct Assessment
FILE NAME: DA_2012_99999.x

| ID | PCL | DA | AMOUNT |
|-----------------|-----------|-----|--------|
| 212041008002001 | 531800601 | 288 | 0 |
| 212041008002001 | 531800602 | 288 | 0 |
| 212092606001001 | 530802703 | 288 | 0 |
| 212092606001001 | 530802703 | 288 | 0 |
| 212092606001001 | 530802704 | 288 | 0 |
| 212092606001002 | 530802703 | 288 | 0 |
| 212092606001002 | 530802704 | 288 | 0 |
| 212092606001002 | 530802704 | 288 | 0 |
| 212092606001003 | 530802703 | 288 | 0 |
| 212092606001003 | 530802704 | 288 | 0 |
| 212092606001003 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212113008004001 | 531800602 | 288 | 0 |
| 212113008004001 | 531800602 | 288 | 0 |
| 212113008004001 | 531800602 | 288 | 0 |
| 213020502012001 | 531900706 | 288 | 0 |
| 213020502012001 | 531900706 | 288 | 0 |
| 213020502012001 | 531900706 | 288 | 0 |

Export

1G. Click the **Save** button to save the file.

File Download

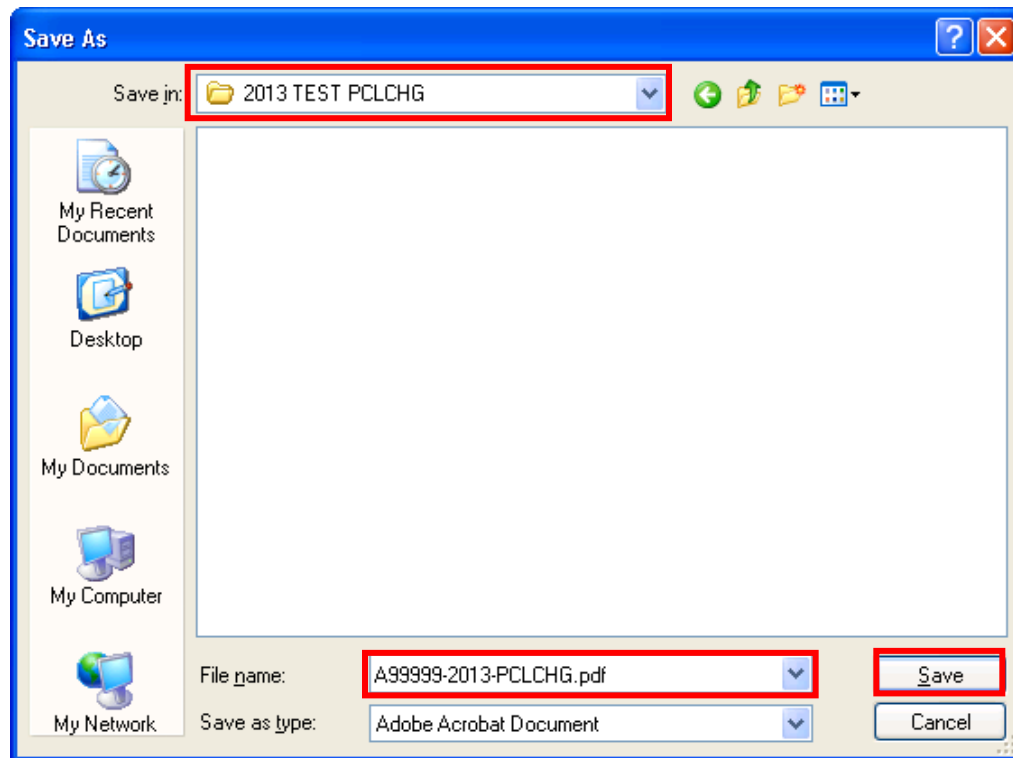
Do you want to open or save this file?

Name: CrystalReportViewer1.pdf
Type: Adobe Acrobat Document, 21.0KB

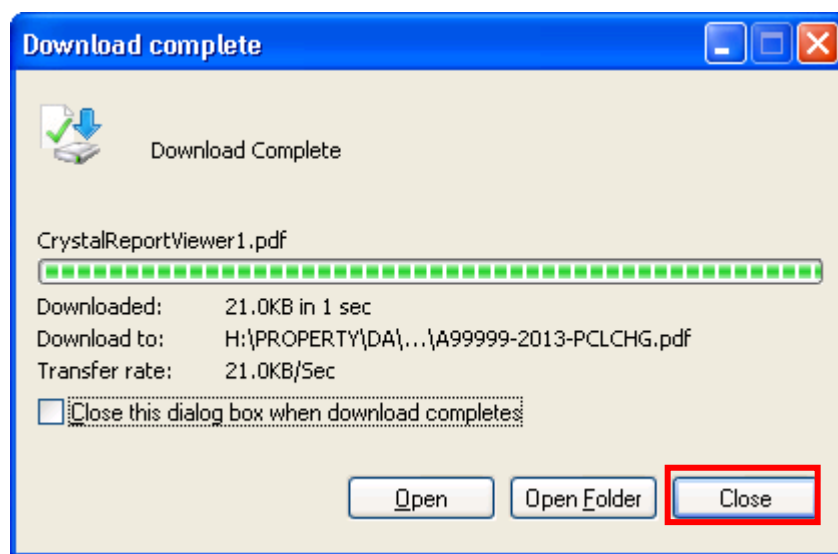
Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

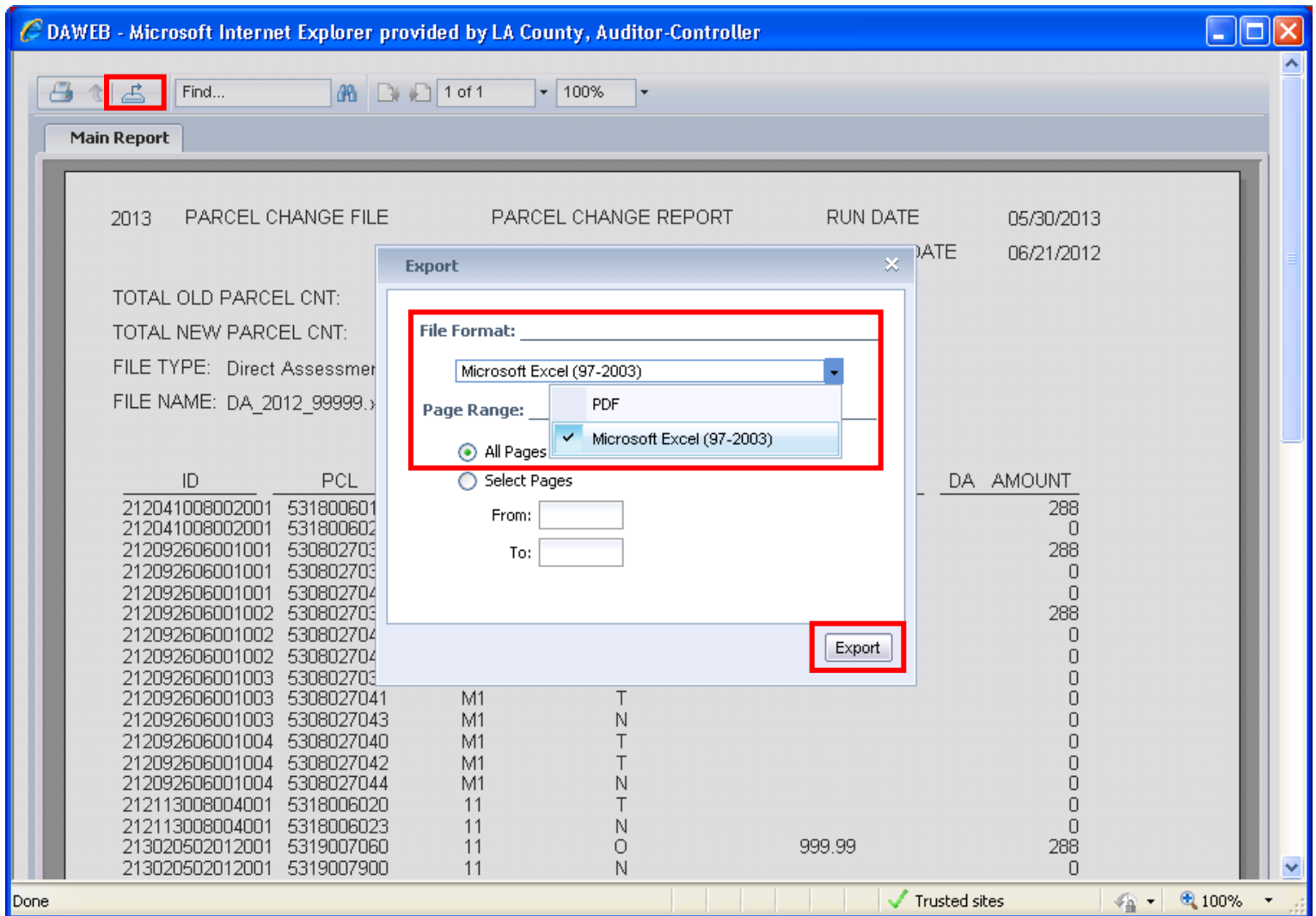
- 1H. Choose the location where you want to save the file, rename the file in the File name drop down box and click the **Save** button.



- 1I. Click the **Close** button once the file downloads completely.



1J. To Export and Save as **Excel**, click the **Export icon**, select **Microsoft Excel (97-2003)** from the File Format drop down box and click the **Export** button.



DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

Find... 1 of 1 100%

Main Report

2013 PARCEL CHANGE FILE PARCEL CHANGE REPORT RUN DATE 05/30/2013
DATE 06/21/2012

TOTAL OLD PARCEL CNT:
TOTAL NEW PARCEL CNT:
FILE TYPE: Direct Assessment
FILE NAME: DA_2012_99999.x

Export

File Format: Microsoft Excel (97-2003)

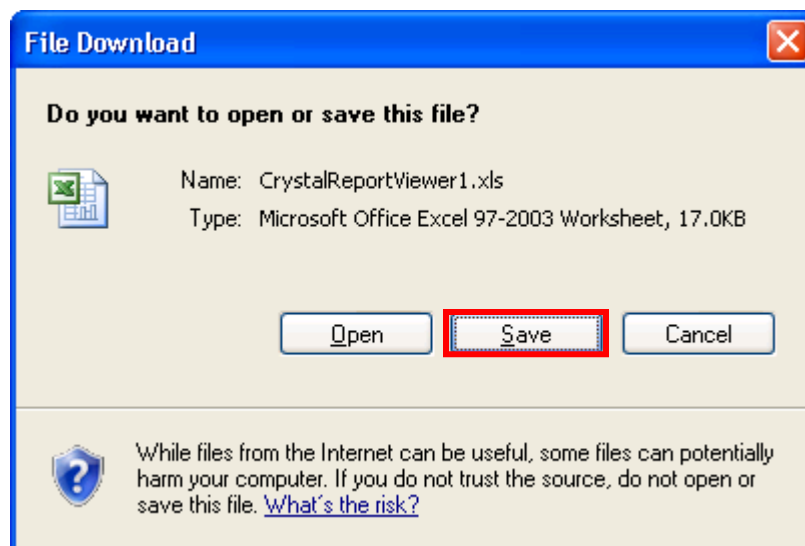
Page Range: PDF
All Pages (selected)
Select Pages
From:
To:

Export

| ID | PCL | DA | AMOUNT |
|-----------------|------------|-----|--------|
| 212041008002001 | 531800601 | 288 | 0 |
| 212041008002001 | 531800602 | 288 | 0 |
| 212092606001001 | 530802703 | 288 | 0 |
| 212092606001001 | 530802703 | 288 | 0 |
| 212092606001001 | 530802704 | 288 | 0 |
| 212092606001002 | 530802703 | 288 | 0 |
| 212092606001002 | 530802704 | 288 | 0 |
| 212092606001002 | 530802704 | 288 | 0 |
| 212092606001003 | 530802703 | 288 | 0 |
| 212092606001003 | 530802704 | 288 | 0 |
| 212092606001003 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212092606001004 | 530802704 | 288 | 0 |
| 212113008004001 | 5318006020 | 288 | 0 |
| 212113008004001 | 5318006020 | 288 | 0 |
| 212113008004001 | 5318006020 | 288 | 0 |
| 213020502012001 | 5319007060 | 288 | 0 |
| 213020502012001 | 5319007060 | 288 | 0 |
| 213020502012001 | 5319007900 | 288 | 0 |

Done Trusted sites 100%

1K. Click the **Save** button to save the file.



File Download

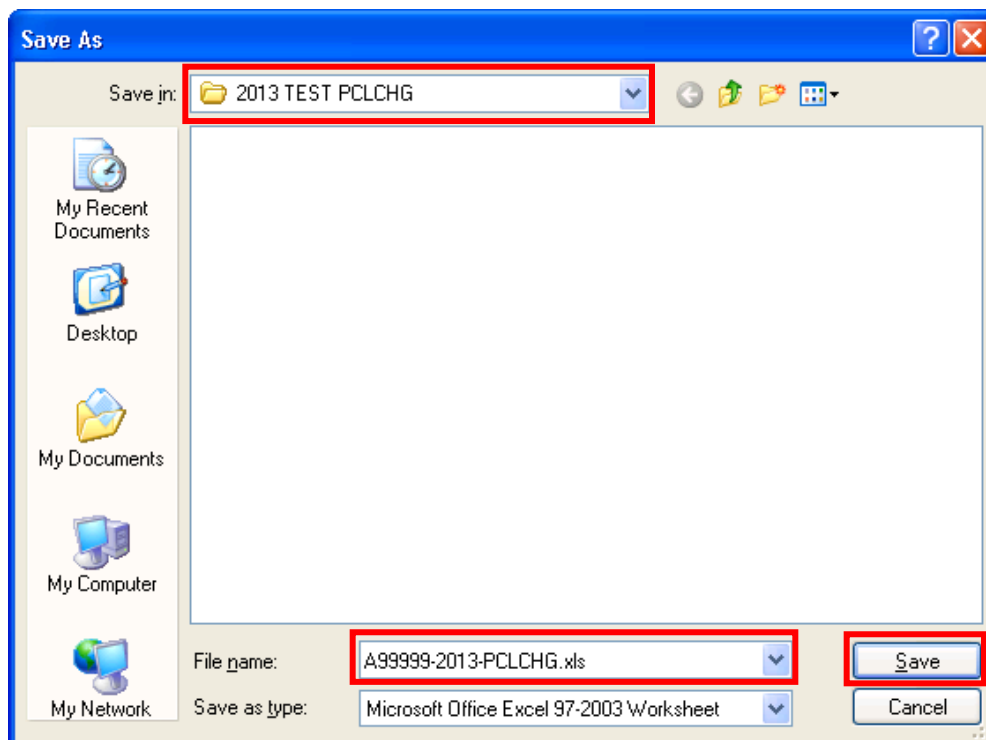
Do you want to open or save this file?

Name: CrystalReportViewer1.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 17.0KB

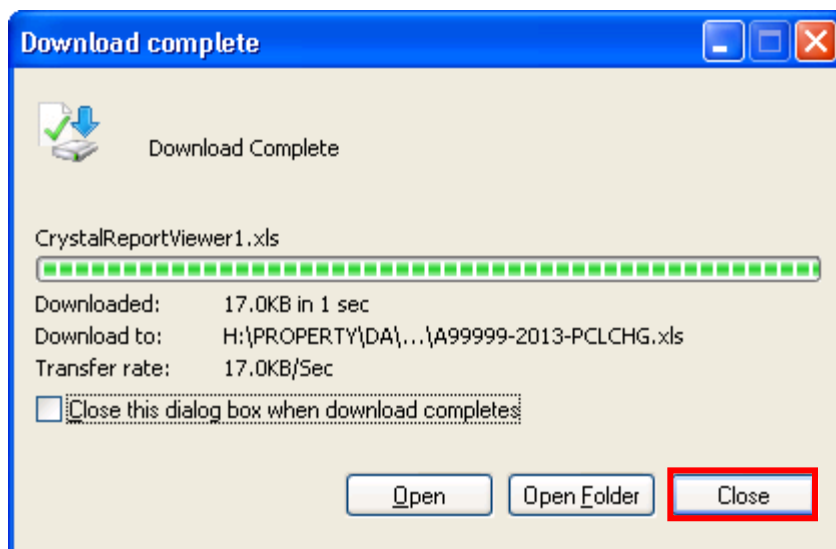
Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

- 1L. Choose the location that you want to save the file, rename the file in the File name drop down box and click the **Save** button.



- 1M. Click the **Close** button once the file is downloaded completely.



- 1N. Proceed to the following sections once all of the Parcel Change Reports have been retrieved:

- **Create the Excel Input Data File (P. 19) or**
- **Create the Text Input Data File (P. 28)**

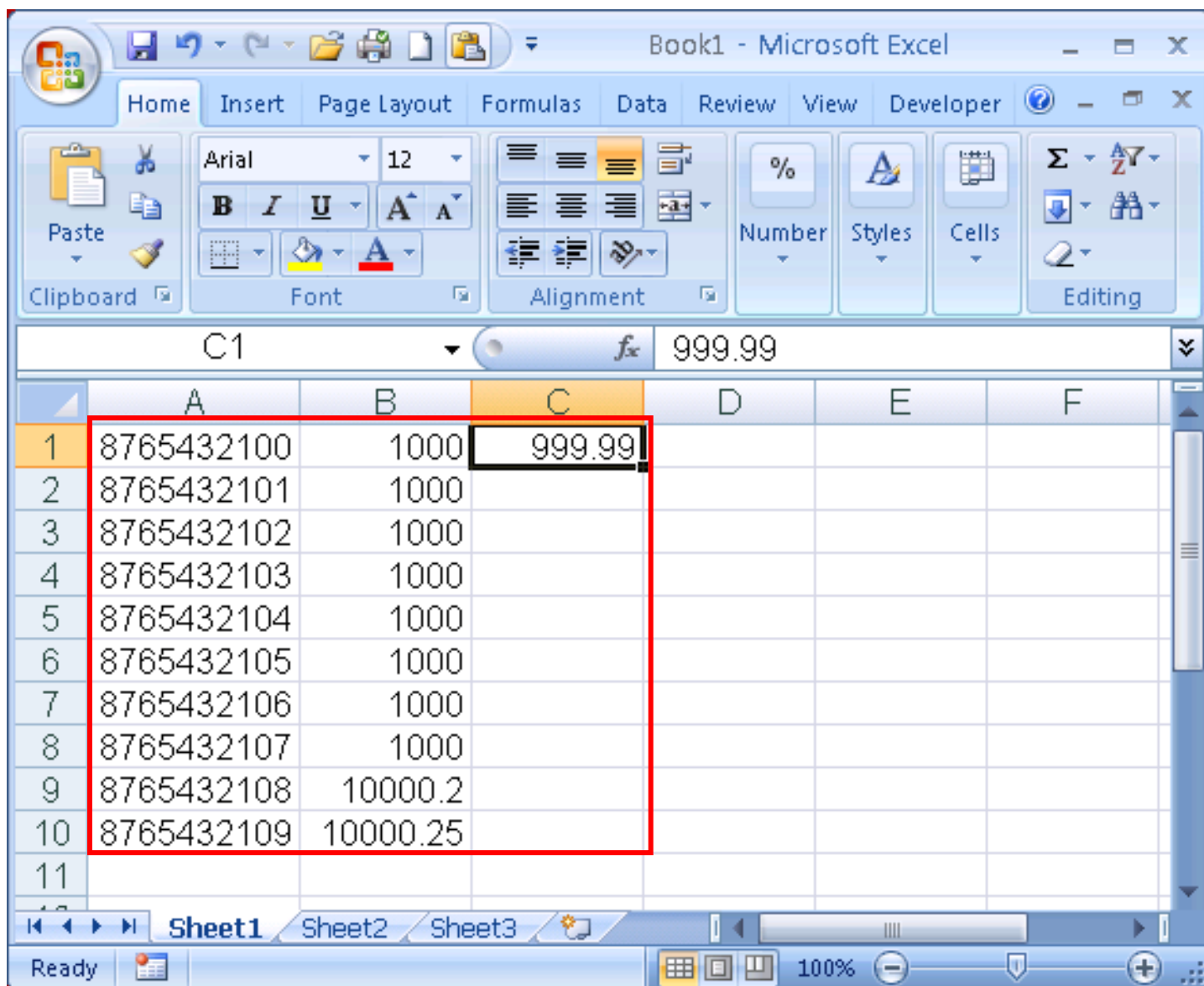
CREATE THE EXCEL INPUT DATA FILE

2A. Open Microsoft Excel



2B. Enter the fields in the following format:

- Column **A** – **Parcel Number** – 10 digits only (**no spaces, dashes or letters**)
- Column **B** – **Assessment Amount** – maximum amount is 99,999,999.99
- Column **C** – **Agency Number** – enter one occurrence in cell C1 only

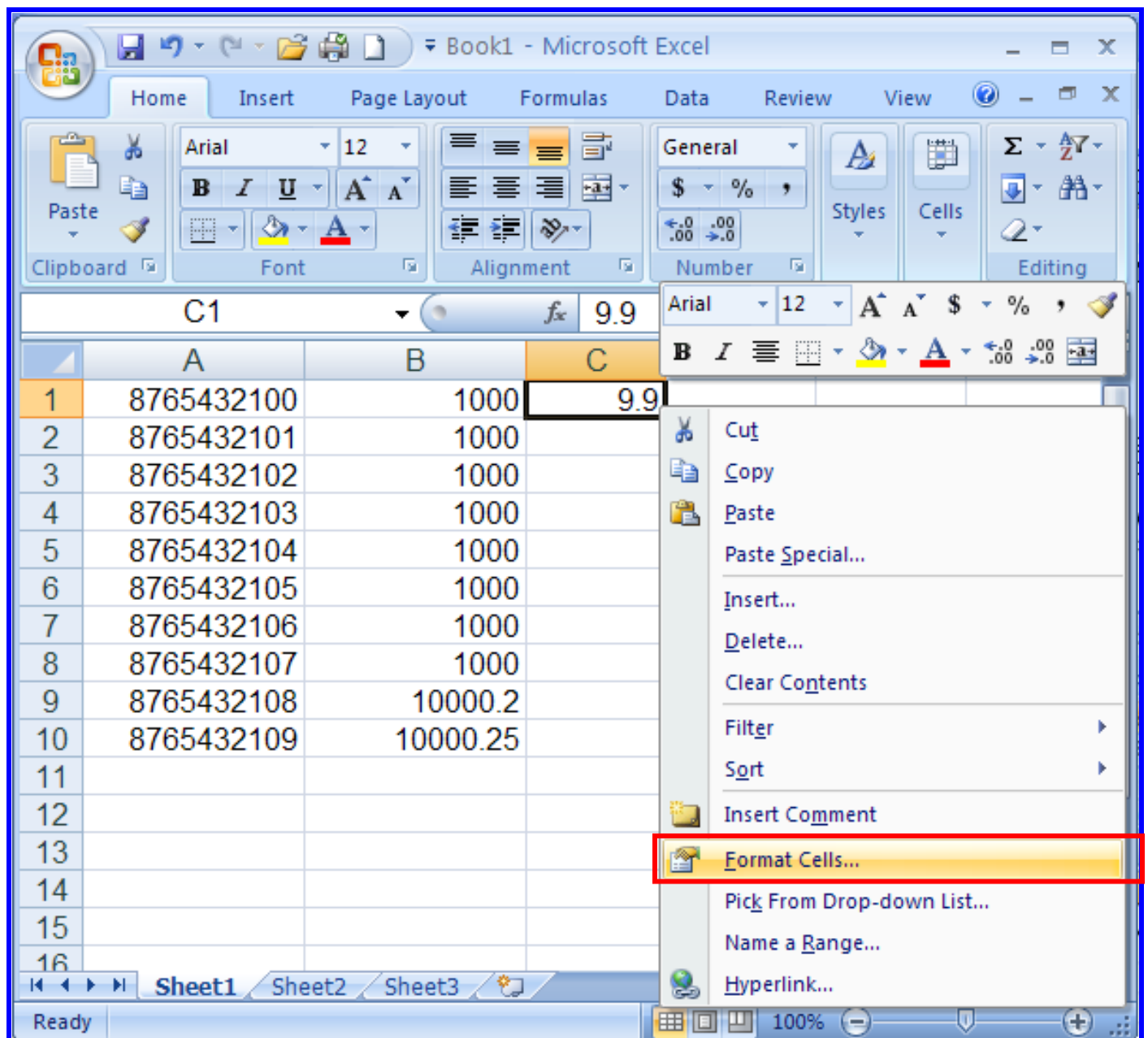


NOTE: For Agency Numbers with **leading and/or ending zeros**, cell C1 must be set to Text format before entering the agency number. This will ensure that leading and ending zeros are displayed and not cut off by Excel auto formatting. Please make sure that the Agency number is **5 digits and in 2 decimal format**.

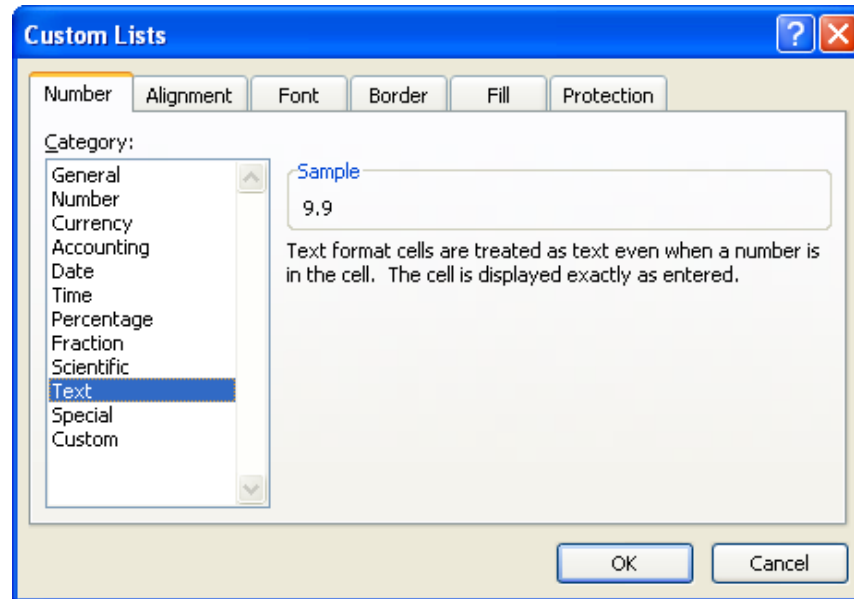
For example, **agency number 009.90** should not be displayed on the Excel file as **9.9** or **9.90** as it will **result in an invalid agency number**.

Follow the steps below to format cell C1 to Text format:

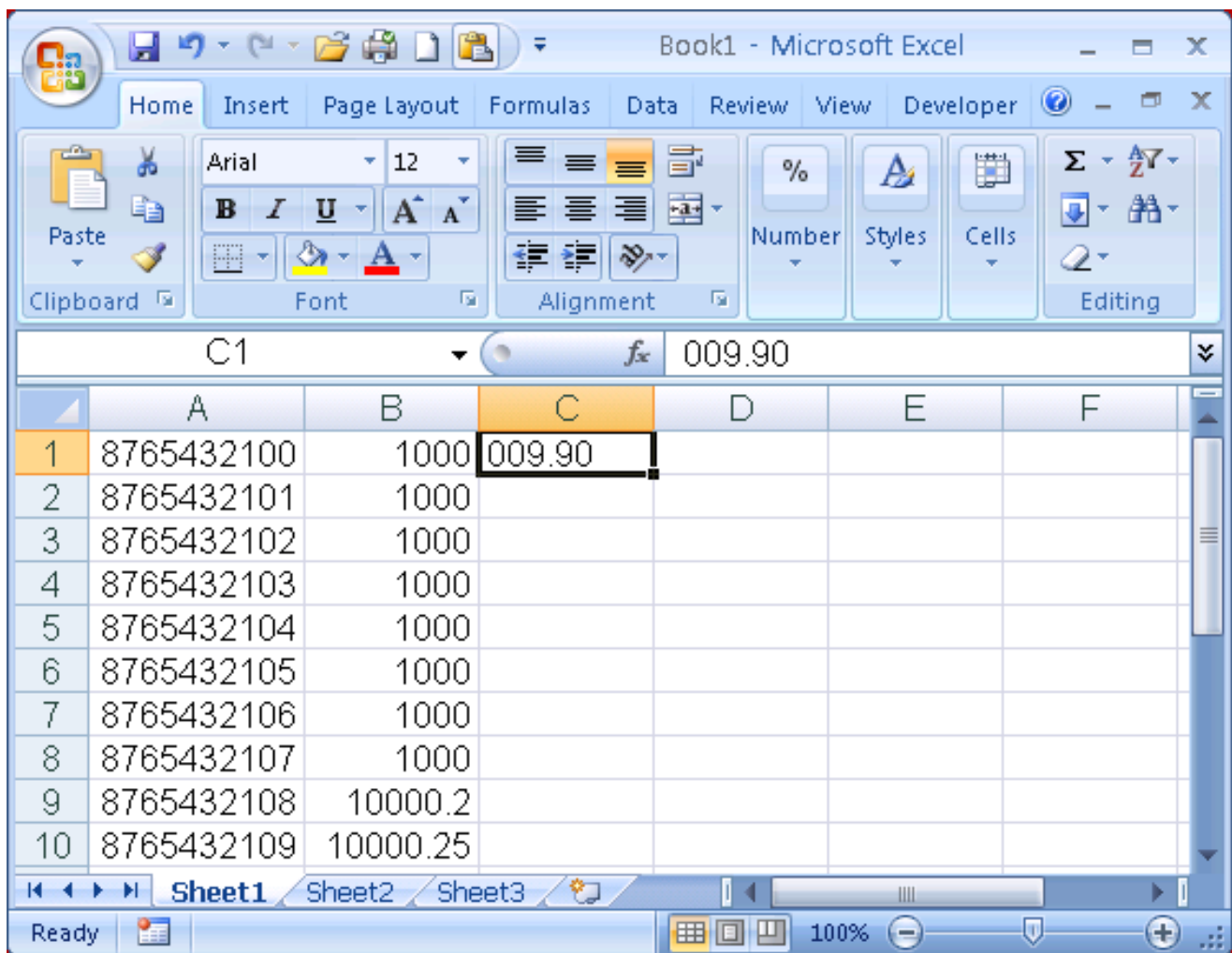
- **Right click** on cell C1 and select **Format Cells...** from the pop-up menu.



- On the Number tab under Category, select **Text** format and click the **OK** button.

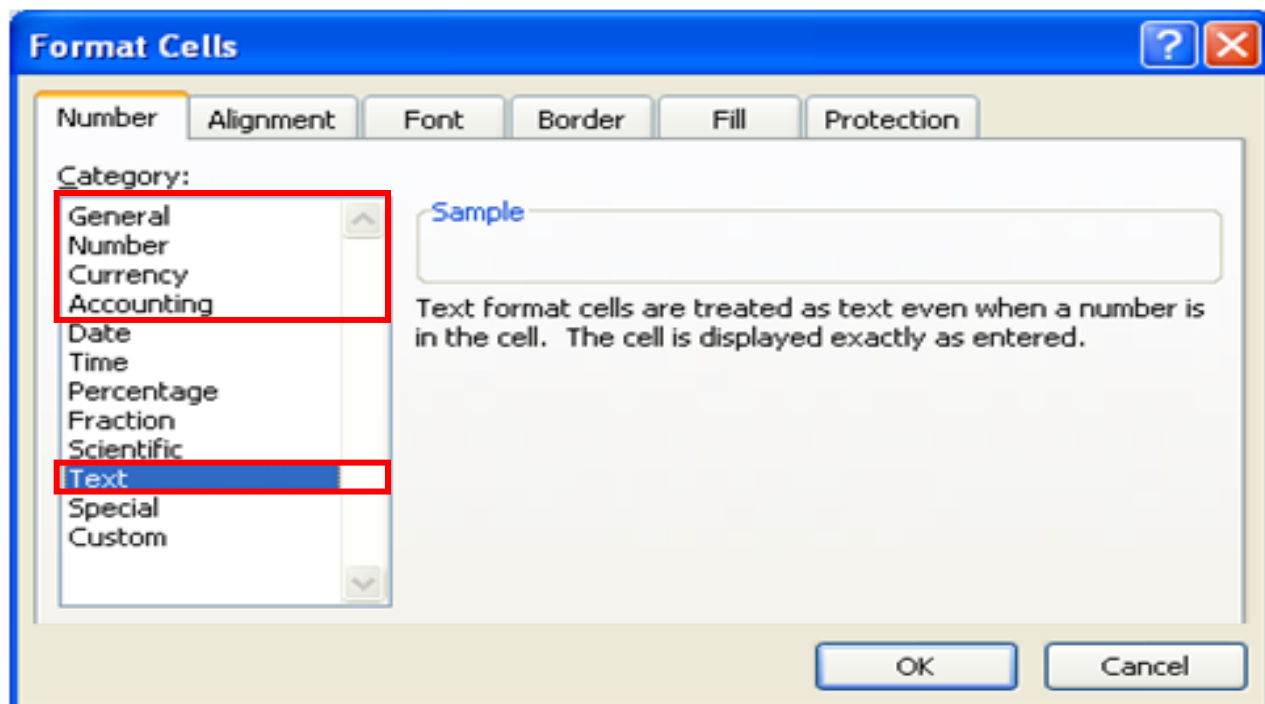


- Re-enter the agency number in cell **C1** including leading and ending zeros. **Agency number must be 5 digits and in 2 decimal format.**



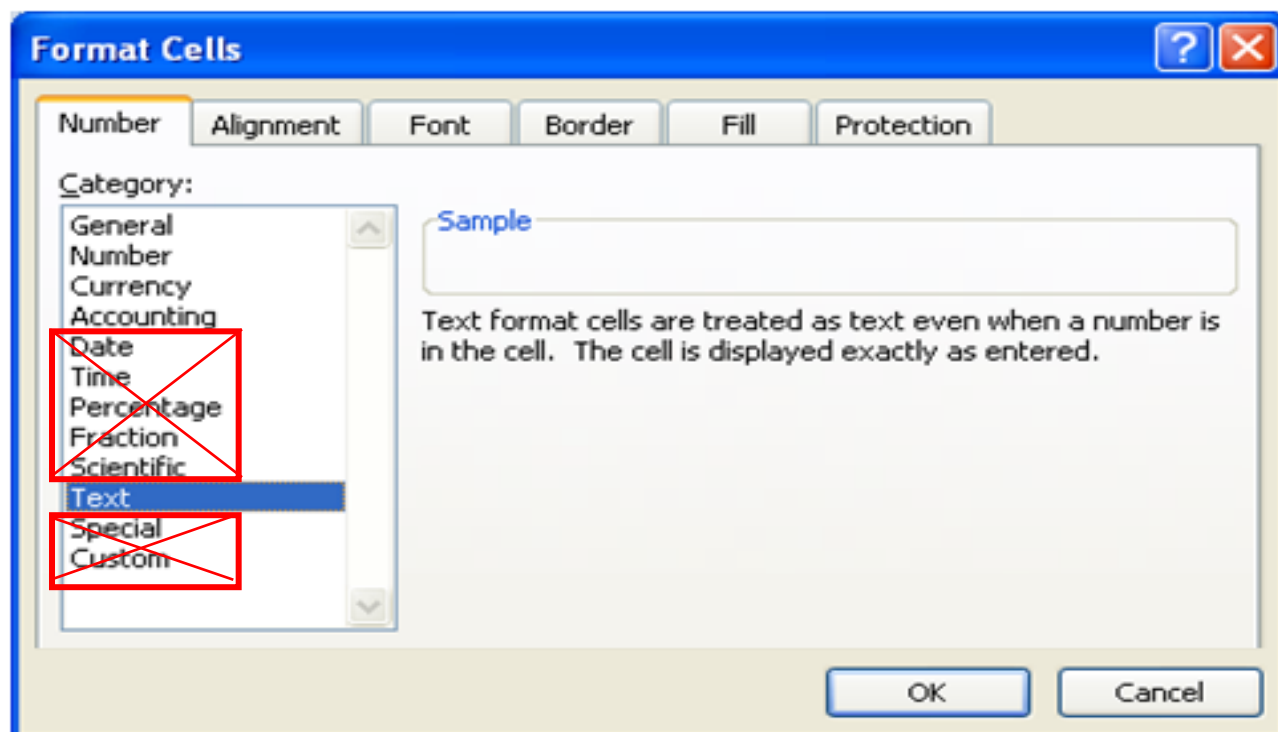
NOTE: The following **formats are accepted:**

- **General** – Used for Parcel Number, Assessment Amount, Agency Number
- **Number** – Used for Assessment Amount only
- **Currency** – Used for Assessment Amount only
- **Accounting** – Used for Assessment Amount only
- **Text** – Used for Agency Numbers with leading and/or ending zeros.



NOTE: Do not use the following formats:

- **Date, Time, Percentage, Fraction, Scientific, Special, Custom**



NOTE: Enter the Parcel Number, Assessment Amount and Agency number only.

Do **not** include the following:

- **Headings**
- **Totals/Sum**
- **Calculated cells**
- **Hidden columns or rows**

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Paste Font Alignment Number Styles Cells Editing

C3

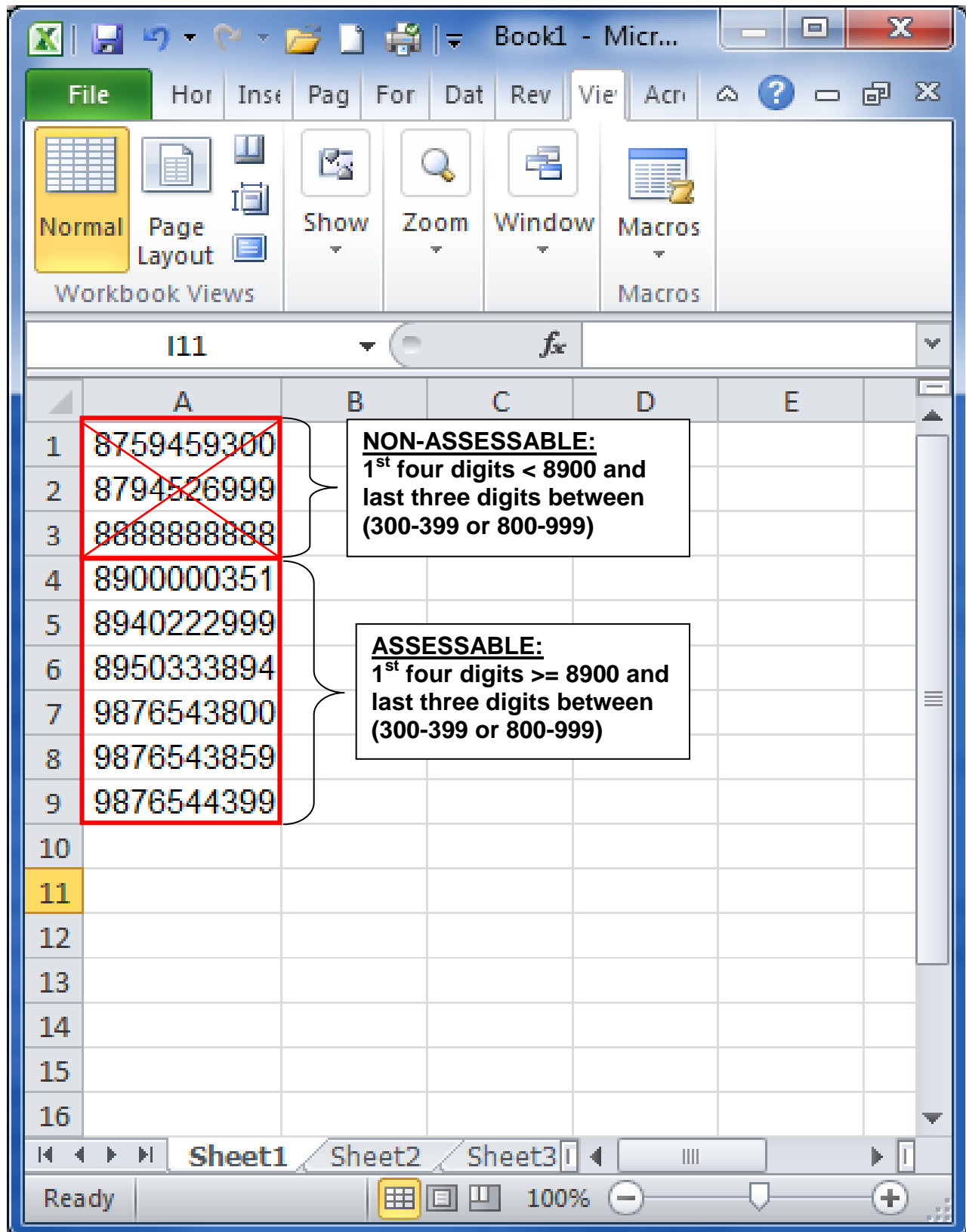
| | A | B | C | D | F | G |
|----|-------------------|---------------------|---------------------|---|---|---|
| 1 | PARCEL | AMOUNT | AGENCY # | | | |
| 2 | 8765432100 | 1000.00 | 009.90 | | | |
| 3 | 8765432101 | 1000.00 | | | | |
| 4 | 8765432102 | 1000.00 | | | | |
| 5 | 8765432103 | 1000.00 | | | | |
| 6 | 8765432104 | 1000.00 | | | | |
| 7 | 8765432105 | 1000.00 | | | | |
| 8 | 8765432106 | 1000.00 | | | | |
| 9 | 8765432107 | 1000.00 | | | | |
| 10 | 8765432108 | 10000.20 | | | | |
| 11 | 8765432109 | 10000.25 | | | | |
| 12 | TOTAL | 28000.45 | | | | |
| 13 | | | | | | |

Column 'E' should not be hidden

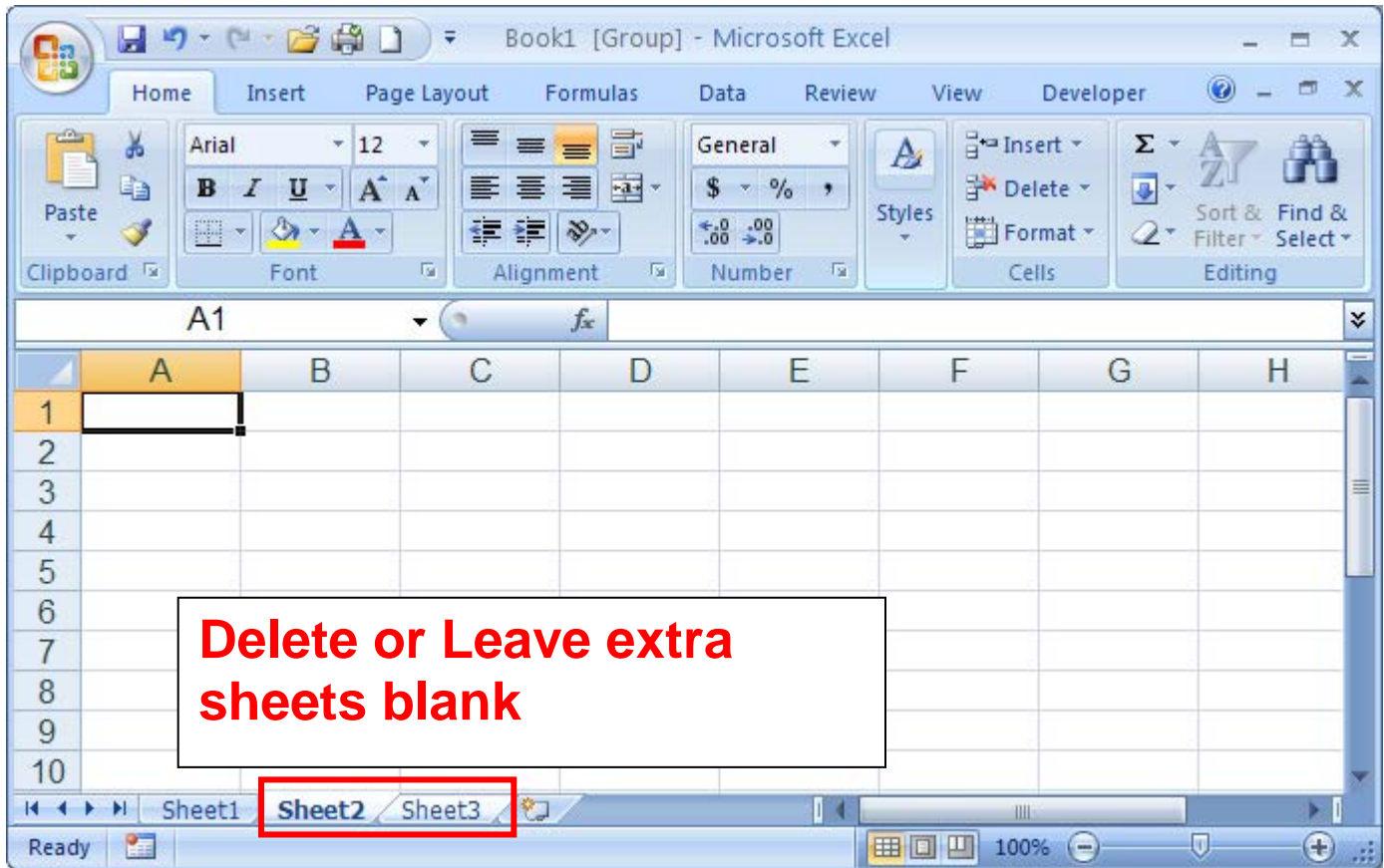
Sheet1 Sheet2 Sheet3

Ready 100%

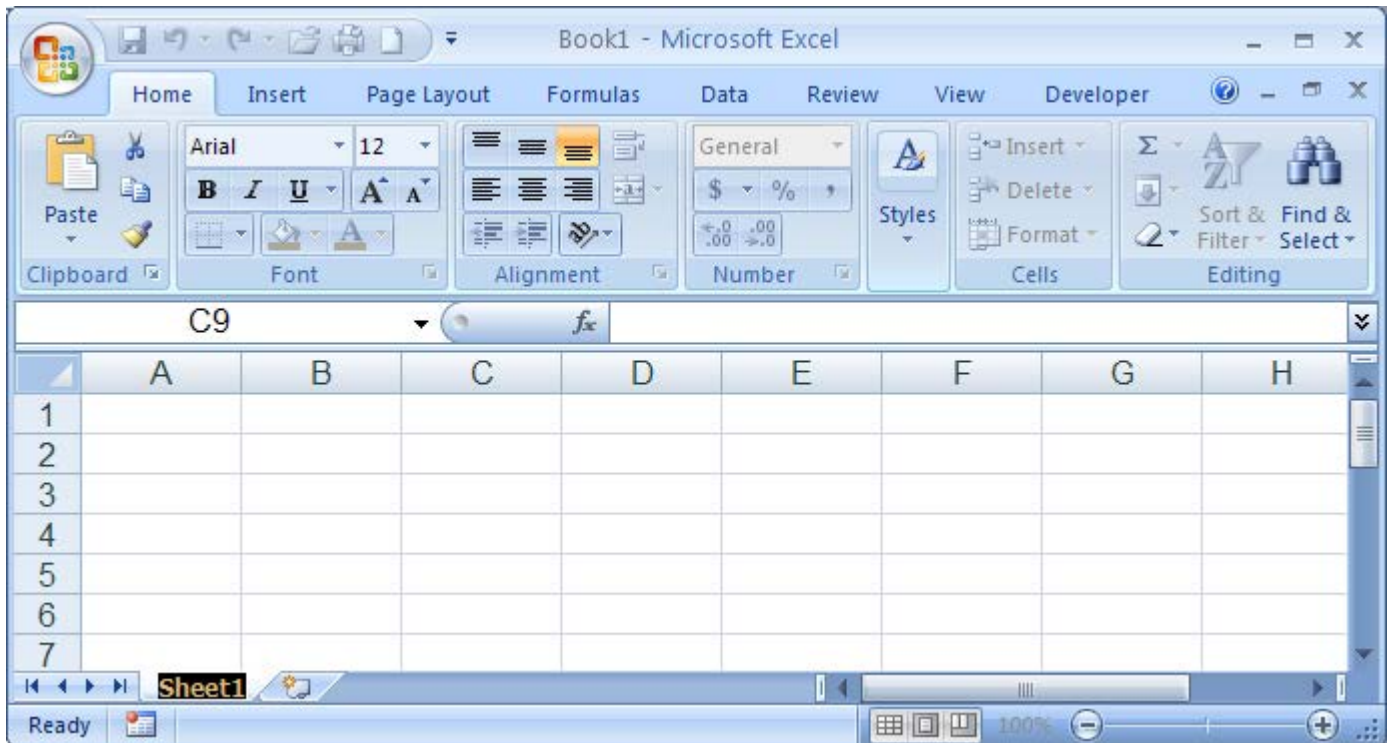
NOTE for DA, PU and COR files: Exclude parcels where the **first four digits are less than 8900** **AND** the last three digits end between (300-399 or 800-999). These **Non-assessable parcels** are government owned, and are exempt from Direct Assessments.



NOTE: Populate only one sheet. The extra sheets must be deleted or left blank.



NOTE: The tab name must be less than 17 characters or the file will not upload correctly.



2C. Listed below is a **Table of the Formatting Guidelines:**

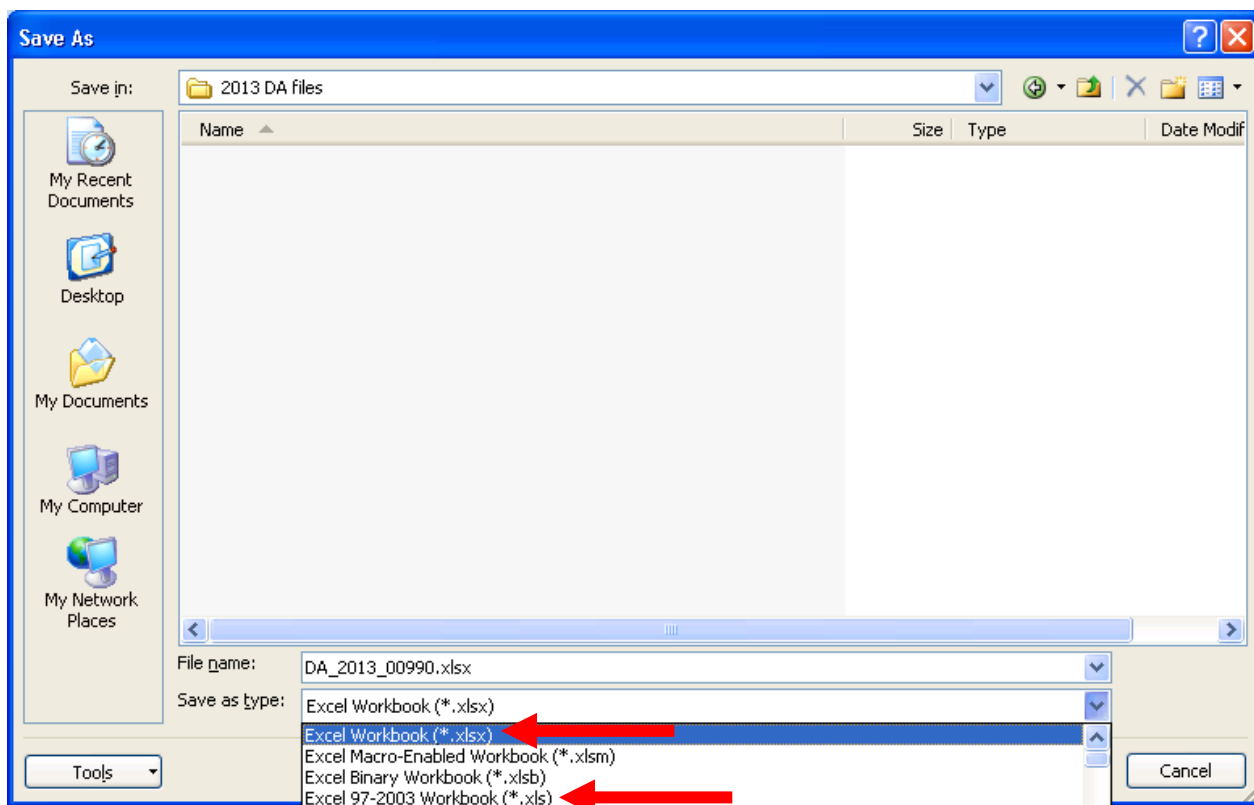
| FIELD: | GUIDELINE: | EXAMPLE OF ERROR: |
|-------------------|--|---|
| PARCEL | DA, PU and COR files: if the first four digits of the Parcel number is less than '8900' then the last 3 digits must not end in 300-399 or 800-999 | 5934820 883 8584827 999 |
| | DA Exempt Parcel file: the first four digits of the Parcel number must be less than '8900' and the last 3 digits must end in 300-399 or 800-999 | 5934820 543 8584827 450 |
| | Must be 10 digits long | 876543210 (9 digits) 87654321089 (11+ digits) |
| | Must be all numeric (No spaces, dashes, letters or special characters such as \$,&,%,* , !, #, @, etc.) | 8765 432 100 8765-432-100 8765432 K 00 8765%32100 876543210 @ |
| | Must not contain duplicate parcels | 8765432100 8765432100 |
| | Direct Assessment Parcels must not start with '9' | 9 876543210 |
| | Public Utility Parcels must start with '9' | 8 765432100 |
| | Must not exceed 99,999,999.99 | 1 23,456,789.01 |
| ASSESSMENT AMOUNT | | 1,234.5 H |
| | Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.) | \$ 1234.50 1234.50* |
| | | 12 & 4.50 |
| | Must be positive amount | -1234.50 |
| | Must not be more than two decimal format | 1,234.56 7 |
| | DA and PU files must not contain \$0 assessment amount | 0.00 or 0 not accepted |
| | DA Exempt Parcel and Correction files can have \$0 assessment amount | \$0 DA or PU amount |
| AGENCY NUMBER | Must be entered in cell C1 on the Excel file | |
| | | 9999.9 |
| | Must be in two decimal format (XXX.XX) | 99.999 |
| | | 9.9999 .99999 |

| | | |
|---------------|--|-----------------|
| AGENCY NUMBER | | 9999 |
| | | 999.9 |
| | | 9.999 |
| | | 99.9 |
| | Must be five digits | |
| | Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.) | 99 F .99 |

2D. Save and name the Excel file with the following **naming convention**:

| File Type: | Naming Convention: | Notes: |
|-----------------------|--|---|
| Direct Assessment | DA_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |
| Public Utility | PU_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |
| Correction (DA or PU) | COR1_20YY_XXXXX COR2_20YY_XXXXX COR3_20YY_XXXXX COR4_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |
| Exempt Parcels | EXEMPT_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |

NOTE: 'Save as type:' can be either Excel 2010 or 2007 Workbook (*.xlsx) or Excel 97-2003 Workbook (*.xls)

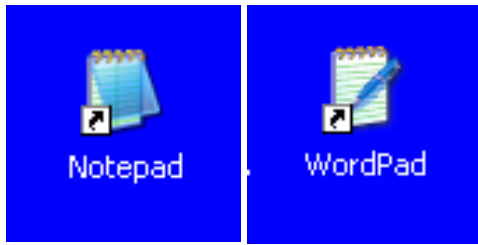


2E. Proceed to the following sections after the files have been formatted and saved.

- **Upload Original Direct Assessment and Public Utility Files (P. 32)**
- **Upload Correction File and Correction Data Transmittal (P. 87)**

CREATE THE TEXT INPUT DATA FILE

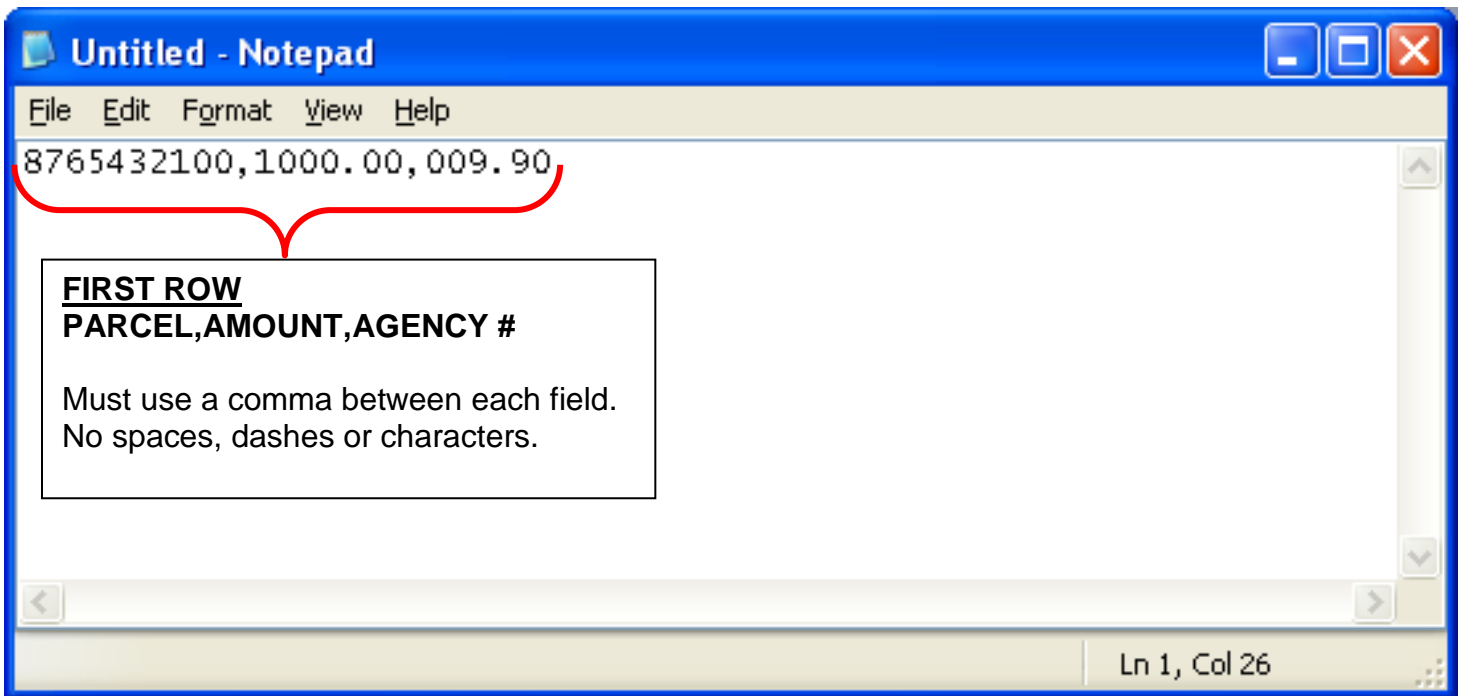
3A. Open **Notepad** or **WordPad**



3B. Enter the following fields on the **first row**:

- **Parcel Number** – 10 digits only (no spaces, dashes or letters)
- **Assessment Amount** – max is 99,999,999.99
- **Agency Number** – enter one occurrence in row 1 only. Must be 5 digits and in 2 decimal format.

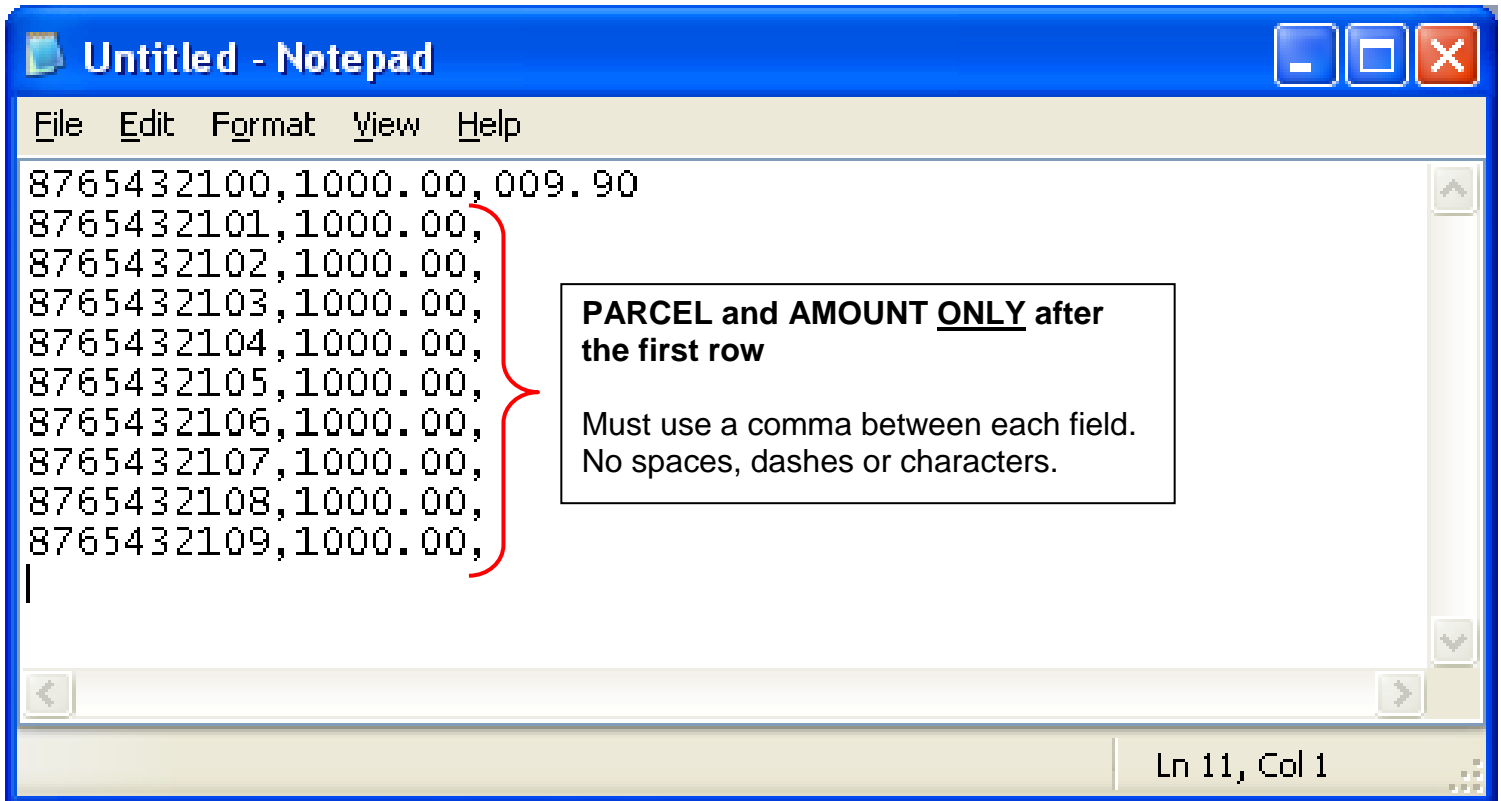
NOTE: Must use a comma between each field. Use commas only. Also, do **not** use any spaces, letters, dashes or special symbols or characters (!, @, #, \$, %, ^, &, *, etc)



3C. Enter the following fields after the first row:

- **Parcel Number** – 10 digits only (no spaces, dashes or letters)
- **Assessment Amount** – max is 99,999,999.99
- **Do not enter Agency Number after the first row.**

NOTE: Must use a comma between each field. Use commas only. Also, do **not** use any spaces, letters, dashes or special symbols or characters (!, @, #, \$, %, ^, &, *, etc)



3D. Listed below is a **Table of the Formatting Guidelines:**

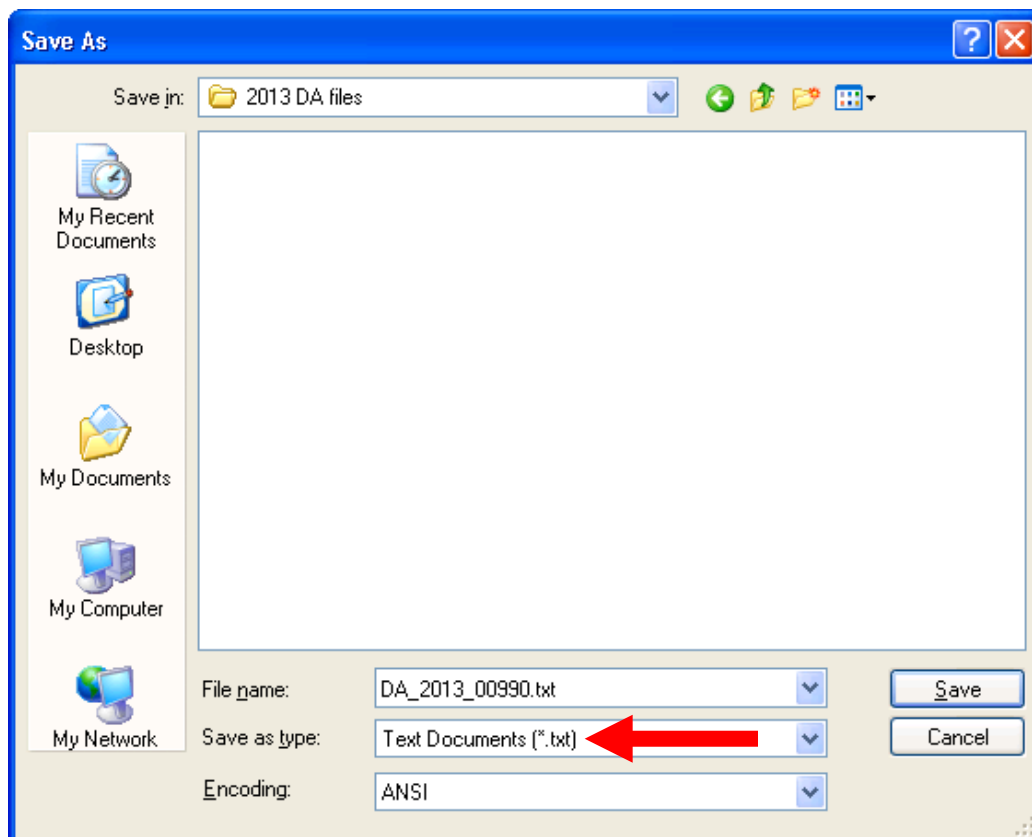
| FIELD: | GUIDELINE: | EXAMPLE OF ERROR: |
|-------------------|---|---|
| PARCEL | DA, PU and COR files: if the first four digits of the Parcel number is less than '8900' then the last 3 digits must not end in 300-399 or 800-999. | 5934820 883 8584827 999 |
| | DA Exempt Parcel file: the first four digits of the Parcel number must be less than '8900' and the last 3 digits must end in 300-399 or 800-999. | 5934820 543 8584827 450 |
| | Must be 10 digits long | 876543210 (9 digits) 87654321089 (11+ digits) |
| | Must be all numeric (No spaces, dashes, letters or special characters such as \$,&,%,* , !, #, @, etc.) | 8765 432 100 8765-432-100 8765432 K 00 8765%32100 876543210 @ |
| | Must not contain duplicate parcels | 8765432100 8765432100 |
| | Direct Assessment Parcels must not start with '9' | 9 876543210 |
| | Public Utility Parcels must start with '9' | 8 765432100 |
| | Must not exceed 99,999,999.99 | 1 23,456,789.01 |
| | Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.) | 1,234.5 H \$ 1234.50 1234.50* 12 & 4.50 |
| | Must be positive amount | -1234.50 |
| ASSESSMENT AMOUNT | Must not be more than two decimal format | 1,234.56 7 |
| | DA and PU files must not contain \$0 assessment amount | 0.00 or 0 not accepted |
| | DA Exempt Parcel and Correction files can have \$0 assessment amount | \$0 DA or PU amount |
| | Must be entered in cell C1 on the Excel file | |
| AGENCY NUMBER | | 9999.9 |
| | Must be in two decimal format (XXX.XX) | 99.999 |
| | | 9.9999 |
| | | .99999 |

| | | |
|---------------|--|-----------------|
| AGENCY NUMBER | | 9999 |
| | | 999.9 |
| | | 9.999 |
| | | 99.9 |
| | Must be five digits | |
| | Must be all numeric (No letters or special characters such as \$,&,%,* , !, #, @, etc.) | 99 F .99 |

3E. Save and name the Text file with the following **naming convention**:

| File Type: | Naming Convention: | Notes: |
|-----------------------|--|------------------------------------|
| Direct Assessment | DA_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |
| Public Utility | PU_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |
| Correction (DA or PU) | COR1_20YY_XXXXX COR2_20YY_XXXXX COR3_20YY_XXXXX COR4_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |
| Exempt Parcels | EXEMPT_20YY_XXXXX | YY = Fiscal Year, XXXXX = Agency # |

NOTE: 'Save as type:' should be Text Documents (*.txt) and click the **Save** button.

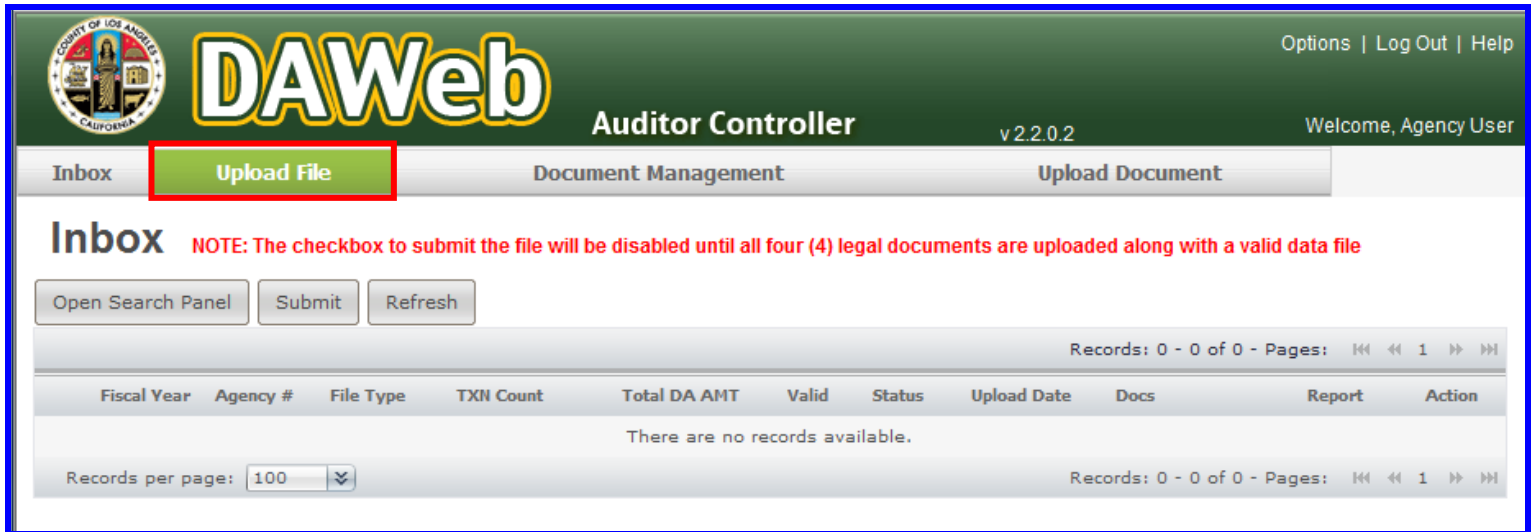


3F. Proceed to the following sections after the files have been formatted and saved.

- **Upload Original Direct Assessment and Public Utility Files (P. 32)**
- **Upload Correction File and Correction Data Transmittal (P. 87)**

UPLOAD ORIGINAL DIRECT ASSESSMENT AND PUBLIC UTILITY FILES

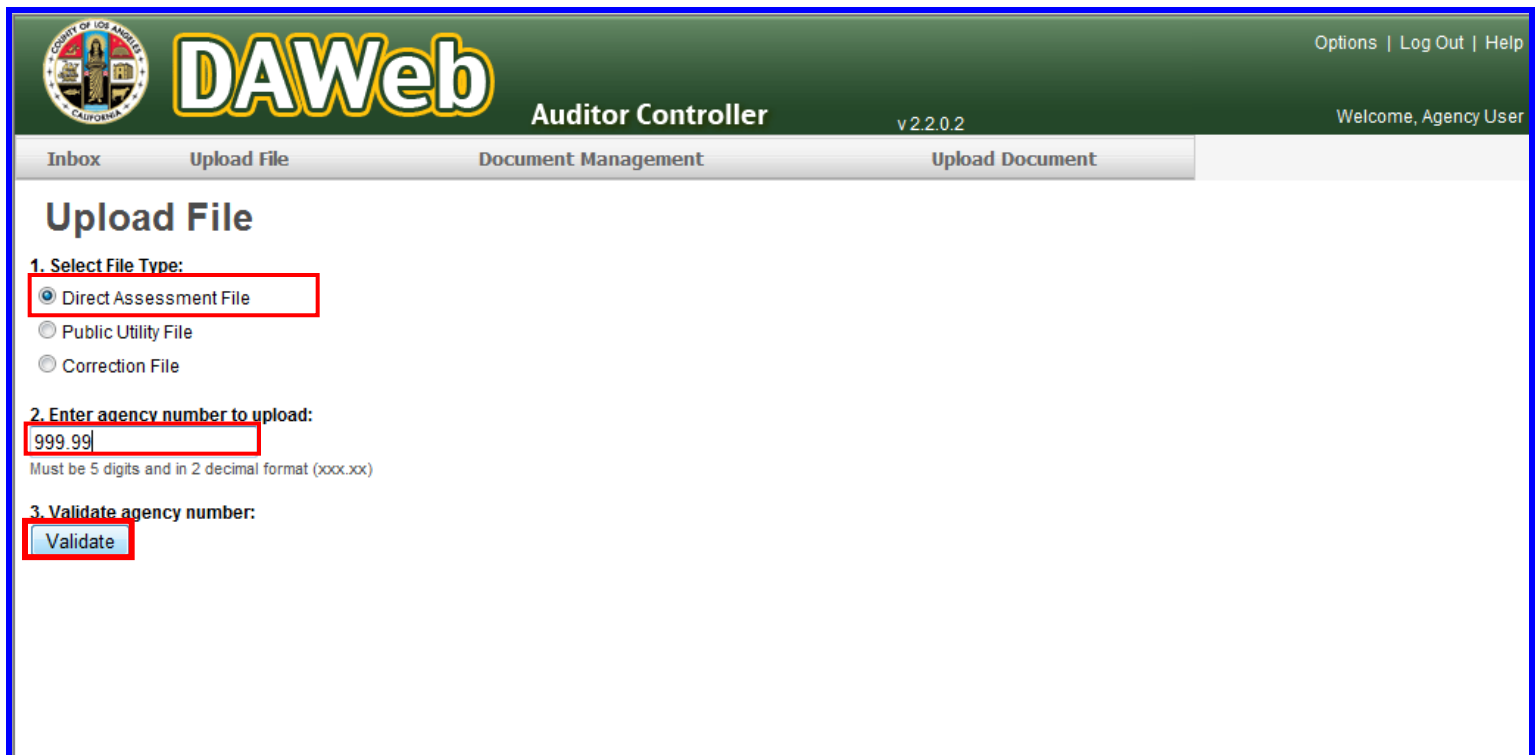
4A. To upload a file, click the **Upload File** tab.



The screenshot shows the DAWeb Auditor Controller interface. The header includes the County of Los Angeles logo, the DAWeb logo, the title 'Auditor Controller', version 'v2.2.0.2', and user information 'Welcome, Agency User'. The navigation bar has four tabs: 'Inbox', 'Upload File' (highlighted with a red box), 'Document Management', and 'Upload Document'. Below the navigation bar, the 'Inbox' section displays a message: 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file'. There are buttons for 'Open Search Panel', 'Submit', and 'Refresh'. A table with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action is shown. The table is empty with the message 'There are no records available.' Below the table, there is a 'Records per page' dropdown set to '100' and pagination information 'Records: 0 - 0 of 0 - Pages: 1'.

4B. Perform the following upload steps:

1. **Select the type of file** to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Validate** button and steps 4 and 5 will appear.



The screenshot shows the DAWeb Auditor Controller interface with the 'Upload File' tab selected. The header is the same as the previous screenshot. The 'Upload File' section has three steps highlighted with red boxes:

1. **Select File Type:**
 - ☒ Direct Assessment File
 - ☐ Public Utility File
 - ☐ Correction File
2. **Enter agency number to upload:**

Must be 5 digits and in 2 decimal format (xxxx.xx)
3. **Validate agency number:**

NOTE: An original Direct Assessment or Public Utility file must be uploaded before a Correction file can be uploaded for the same agency number. To upload a correction file, go to 'Upload Correction File and Correction Data Transmittal' section (P. 87).

Inbox

Upload File

Document Management

Upload Document


Upload File

1. Select File Type:

☐ Direct Assessment File

☐ Public Utility File

☒ Correction File

 An original DA or PU file must be uploaded

2. Enter agency number to upload:

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

4C. Click the **Browse** button in step 4, select a file to upload and click the **open** button or double-click on a file to upload.

Select file(s) to upload

Look in: 2013 Test files

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

DA_2013_99998.txt

DA_2013_99999.xls

DA_2013_99999v2.txt

DA_2013_99999v2.xlsx

PU_2013_99999.xlsx

File name: DA_2013_99999.xls

Files of type: (*.txt; *.prn; *.xls; *.xlsx)

Controller Intranet

Auditor Controller Web Email

Options | Log Out | Help

v 2.2.0.2

Welcome, Agency User

Upload Document

3. Validate agency number:

4. Select File to upload:

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)

NOTE: Below are the average Excel and Text file upload times during peak hours of DAWeb access. Files with more than 150,000 records will be part of the nightly upload cycle and will be ready for processing the following day.

| NUMBER OF RECORDS IN FILE | AVERAGE UPLOAD TIME FOR EXCEL FILES |
|---------------------------|-------------------------------------|
| 5,000 or less | Less than 1 minute |
| 5,001 – 10,000 | 1 minute |
| 10,001 – 30,000 | 1 – 2 minutes |
| 30,001 – 40,000 | 2 – 3 minutes |
| 40,001 – 50,000 | 3 – 5 minutes |
| 50,000 – 75,000 | 5-10 minutes |
| 75,000 – 100,000 | 10-15 minutes |
| 100,001 – 150,000 | 25-30 minutes |
| 150,001 or more | Overnight |

4D. Move the cursor over the white file area to display the file name. If the file name is correct, then click the **Upload** button in step 5.

Inbox

Upload File

Document Management

Upload Document

Upload File

1. Select File Type:

☒ Direct Assessment File
☐ Public Utility File
☐ Correction File

2. Enter agency number to upload:

999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

Validate

4. Select File to upload:

DA_2013_99999.xls
 505.00kB

Browse

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)

Upload

Reset

Move the cursor over the white area to display the file name

4E. A **message** will pop up under the Upload button after the file loaded successfully. To load additional file(s), click the **Reset** button and repeat steps 4B to 4G.

The screenshot shows the 'Upload File' section of a web application. At the top, there are four tabs: 'Inbox', 'Upload File' (which is active), 'Document Management', and 'Upload Document'. Below the tabs, the title 'Upload File' is displayed. The interface is divided into five numbered steps:

- 1. Select File Type:** Three radio buttons are present: 'Direct Assessment File' (selected), 'Public Utility File', and 'Correction File'.
- 2. Enter agency number to upload:** A text input field contains '999.99'. Below it, a note states: 'Must be 5 digits and in 2 decimal format (xxx.xx)'.
- 3. Validate agency number:** A 'Validate' button is shown.
- 4. Select File to upload:** A file selection area shows '[no files selected]' with a 'Browse' button next to it.
- 5. Press upload:** A note says '(Note: Press on Reset to choose a new file type and agency number)'. Below this are 'Upload' and 'Reset' buttons.

At the bottom of the form, a red-bordered box contains the following text: 'Successfully uploaded files: DA_2013_99999.xls'.

4F. To upload a Public Utility File, select Public Utility file in step 1 and repeat steps 4B to 4G.

This screenshot shows the 'Upload File' section of the same web application, but with 'Public Utility File' selected in step 1. The layout is identical to the previous screenshot, with the same tabs and steps:

- 1. Select File Type:** Three radio buttons are present: 'Direct Assessment File', 'Public Utility File' (selected), and 'Correction File'.
- 2. Enter agency number to upload:** A text input field contains '999.99'. Below it, a note states: 'Must be 5 digits and in 2 decimal format (xxx.xx)'.
- 3. Validate agency number:** A 'Validate' button is shown.
- 4. Select File to upload:** A file selection area shows '[no files selected]' with a 'Browse' button next to it.
- 5. Press upload:** A note says '(Note: Press on Reset to choose a new file type and agency number)'. Below this are 'Upload' and 'Reset' buttons.

NOTE: Large files (over approximately 150,000 transactions, .xlsx or .txt files greater than 2 MB or .xls files greater than 5 MB) will be imported to DAWeb after business hours and will appear in the Inbox the following morning. **A large file message will display at the bottom of the upload page. If the large file is uploaded before 10:00 p.m., it will be available the following day. Contact the DA Unit if you need to upload a data file larger than 150,000 transactions.**

The screenshot shows the 'Upload File' page with the following elements:

- Navigation Bar:** Includes 'Inbox', 'Upload File' (active), 'Document Management', and 'Upload Document'.
- Section Header:** 'Upload File'.
- 1. Select File Type:** Radio buttons for 'Direct Assessment File' (selected), 'Public Utility File', and 'Correction File'.
- 2. Enter agency number to upload:** A text box containing '999.99' with a note below: 'Must be 5 digits and in 2 decimal format (xxx.xx)'.
- 3. Validate agency number:** A 'Validate' button.
- 4. Select File to upload:** A file selection area showing '[no files selected]' and a 'Browse' button.
- 5. Press upload:** 'Upload' and 'Reset' buttons. A note says: '(Note: Press on Reset to choose a new file type and agency number)'.
- Success Message:** A red-bordered box at the bottom contains the text: 'Successfully uploaded files: DA_2013_99999_150K.txt. Large files (approximately over 150,000 transactions, .xlsx or .txt files > 2 MB or .xls files > 5 MB) will be imported today after business hours. Check DAWeb for your file tomorrow.'

NOTE: If the Agency Number entered on the Upload page **does not match** the Agency Number on the uploaded file, then a pop-up message will ask you to **select the correct Agency Number**.

This screenshot shows the same 'Upload File' page as above, but with a yellow pop-up message box in the center:

The agency number on uploaded file does not match with input. Please select an agency number:

| | |
|--------------|--------|
| You entered: | 999.99 |
| On file: | 999.90 |

Buttons: [Select] [Cancel]

The background page elements are dimmed, showing the same form structure as the previous screenshot.

NOTE: If the uploaded file contains an **invalid Agency number** that you do not have access to, the **invalid Agency number can not be selected** and the pop-up message will state that ‘**You do not have access to this Agency number**’.

- If both Agency numbers are incorrect, then click **Cancel** and **repeat steps 4B to 4G**.

The screenshot shows the 'Upload File' interface with a yellow error pop-up. The interface has tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload File' tab is active. The form includes:

- 1. Select File Type:** Radio buttons for 'Direct Assessment File', 'Public Utility File', and 'Correction File'.
- 2. Enter agency number to upload:** A text box containing '999.99' with a note: 'Must be 5 digits and in 2 decimal format (xxx.xx)'.
- 3. Validate agency number:** A 'Validate' button.
- 4. Select File to upload:** A file selection area showing '[no files selected]' and a 'Browse' button.
- 5. Press upload:** 'Upload' and 'Reset' buttons.

The error pop-up message reads: 'The agency number on uploaded file does not match with input. Please select an agency number:'. It shows 'You entered: 999.99' and 'On file: 888.88'. A red box highlights the message: '• You do not have access to this AGENCY number'. The pop-up has 'Select' and 'Cancel' buttons.

4G. To view the uploaded file, click the **Inbox** tab.

The screenshot shows the 'Inbox' tab selected in the interface. The 'Upload File' form is visible, showing the same steps as the previous screenshot. At the bottom, a red message states: 'Successfully uploaded files: PU_2013_99999.xlsx'.

4H. Shown below is a sample of the **Inbox**.

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

1 2 3 4 5 6 7 8 9 10 11

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|------------------|-------|------------------|-------------|------|--|----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,988 | \$151,047,600.01 | no | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100 Records: 1 - 2 of 2 - Pages: 1

NOTE: Listed below are **descriptions of the Inbox fields**. **Fields #1 to 9 can be sorted by clicking on each column header**. Ascending order sort is indicated by . Click the same field again for descending order sort . The example above is sorted by Upload Date.

| | | |
|----|---------------------|---|
| 1 | Fiscal Year | Fiscal Year that the Agency Number was processed. |
| 2 | Agency # | Direct Assessment Agency Number assigned to each agency by the Auditor-Controller. |
| 3 | File Type | File Type submitted for STR processing. 3 file types: Direct Assessment (DA) , Public Utility (PU) and Correction (COR version) files. |
| 4 | TXN Count | Total transaction count on the input file |
| 5 | Total DA AMT | Total assessment amount on the input file |
| 6 | Valid | Indicates if the file submitted is valid (Valid = 'yes') or invalid (Valid = 'no'). Invalid files must be fixed before proceeding. |
| 7 | Status | Tracks the progress of the agency number throughout the DA process. |
| 8 | Upload Date | Indicates the date the file was uploaded to DAWeb |
| 9 | Docs | The number of legal documents uploaded by an agency (ie: Resolution, Agency Information Sheet, Billing Agreement, and Data Transmittal). |
| 10 | Report | PCL CHG RPT: Generates the Parcel Change Report by clicking on the link. Data Transmittal: Generates the Data Transmittal by clicking on the link. History: Shows the status of the agency number throughout the DA process. Detail RPT: Generates the Detail Report by clicking on the link. |
| 11 | ACTION | Check In / Check Out: Check In allows other users with access to the same Agency number to access, edit, delete or submit the file. Check out allows a user to lock the file and keep other users with access to the file from accessing, editing, deleting or submitting the file. Edit: Click the 'Edit' link to correct errors in the Edit mode. Delete: Click the 'Delete' link to delete the file from the Inbox. |

- 4I. The example shows the Inbox with **Fiscal Year (2013)**, **Agency number (999.99)**, **File Type (DA and PU)** and **Status (Work in Progress)**. One file is not valid (Valid = 'no') and one is valid (Valid = 'yes'). If Valid = 'no' then proceed to **Correct the Data File in Edit Mode** section (P. 53). Proceed to the next step if Valid = 'yes'.

NOTE: The Parcel Change Report AND Data Transmittal links are disabled when **VALID = 'no'**.

DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|------------------|-------|------------------|-------------|------|--|----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,988 | \$151,047,600.01 | no | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

- 4J. For the **valid** file, click the **PCL CHG RPT** link under the Report column to retrieve the Parcel Change Report. The report can be exported to PDF or Excel.

DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

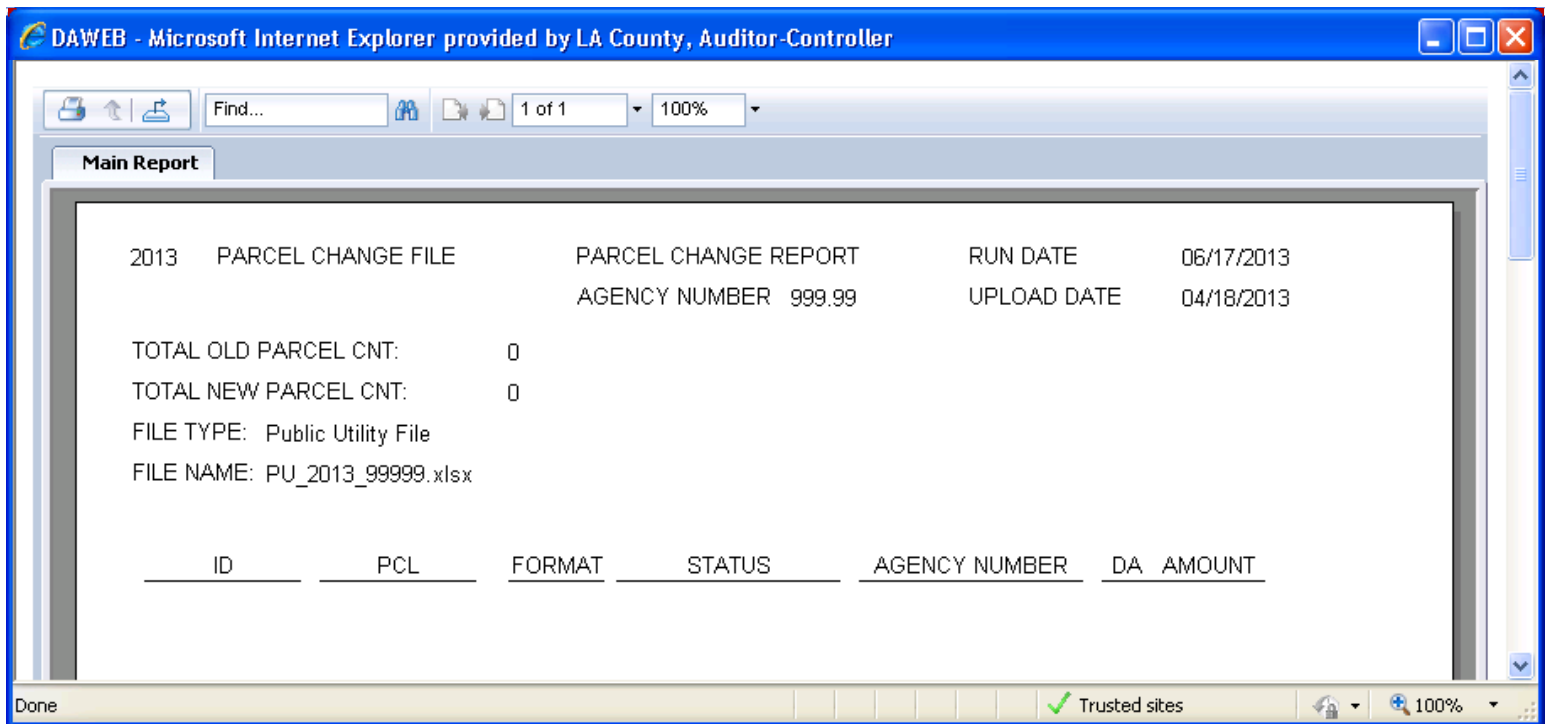
Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|------------------|-------|------------------|-------------|------|--|----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,988 | \$151,047,600.01 | no | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

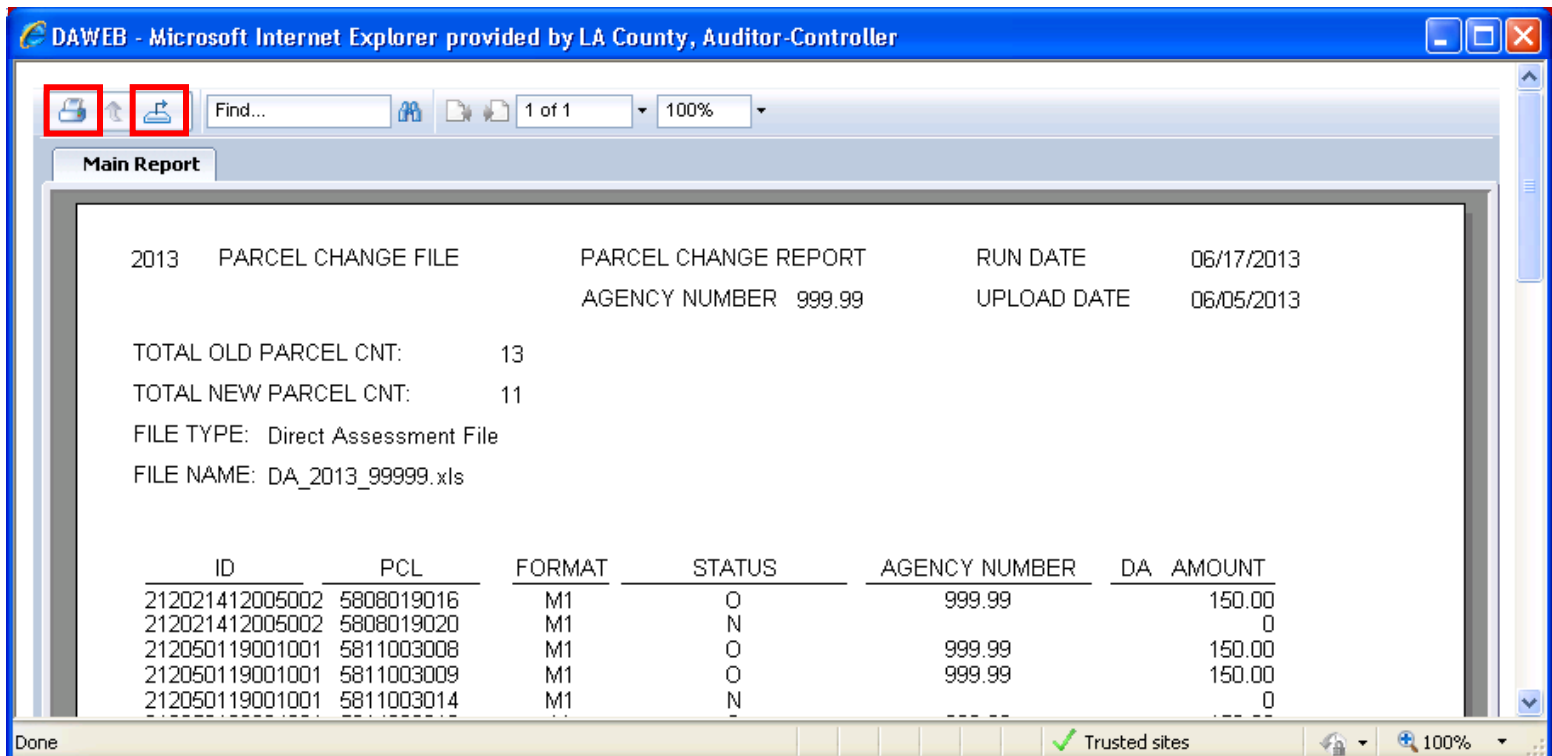
Records: 1 - 2 of 2 - Pages: 1

4K. Blank Parcel Change Report means that there are no parcel changes for the selected file.



NOTE: Print or Export the Parcel Change Report if it is **not blank** and proceed with the following options:

| | |
|---|---|
| • Delete the current file from the Inbox and upload new file with parcel changes included in the file | Go to 'Create the Excel File Input' (P.19) OR Create the Text File Input' (P. 28) |
| • Add new parcels and delete old parcels in Edit mode | Go to 'Correct a File in Edit Mode' (P. 53) |
| • Complete Upload Original DA file process AND | Go to 'Upload Correction File and |
| • Submit parcel changes as corrections | Correction Data Transmittal' (P.87) |



4L. Click the **History/Detail Report** link under the **Report** column to see the parcel and amount detail in the uploaded file. The Detail Report can be exported as .csv file for accounts with 150,000 transactions or less.

NOTE: Contact the DA Unit if you need to export a file larger than 150,000 transactions.

Inbox

Upload File

Document Management

Upload Document

Inbox

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel

Submit

Refresh

Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|------------------|-------|------------------|-------------|------|--|--|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,988 | \$151,047,600.01 | no | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

4M. The **File History** tracks and logs the status of the file as it goes through the Direct Assessment process. The **Detail Report** is a copy of the file uploaded by the agency. The **Comment** column displays error messages for parcel numbers and/or amounts that are incorrectly formatted.

To export the Detail Report as .csv file, click the **Export Transactions to File** button.

Inbox

Upload File

Document Management

Upload Document

File History/Detail Report

Back

Fiscal Year 2013

Agency Number 999.99

File Type Public Utility File

File Name PU_2013_99999.xlsx

File History

| History | Updated By | Updated Date |
|---------------------------|--------------|--------------|
| File has been checked out | User, Agency | 05/03/2013 |
| File has been uploaded | User, Agency | 04/18/2013 |

Records: 1 - 2 of 2

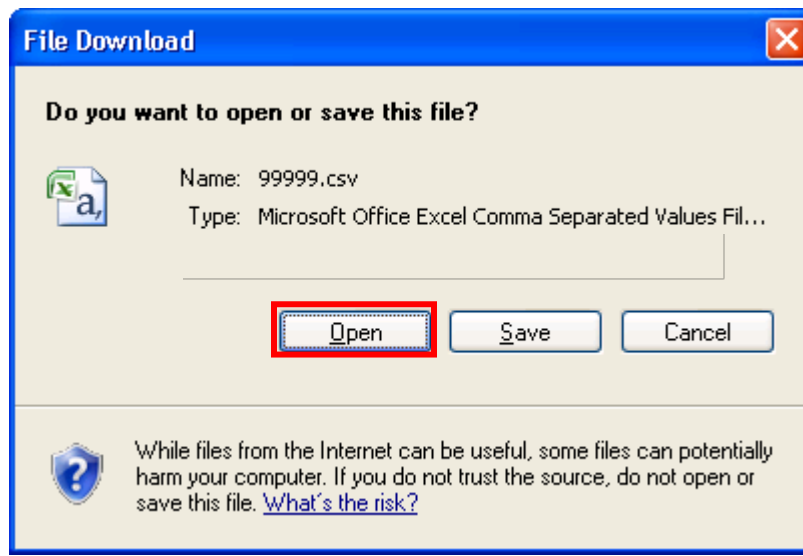
Detail Report

Export Transactions to File

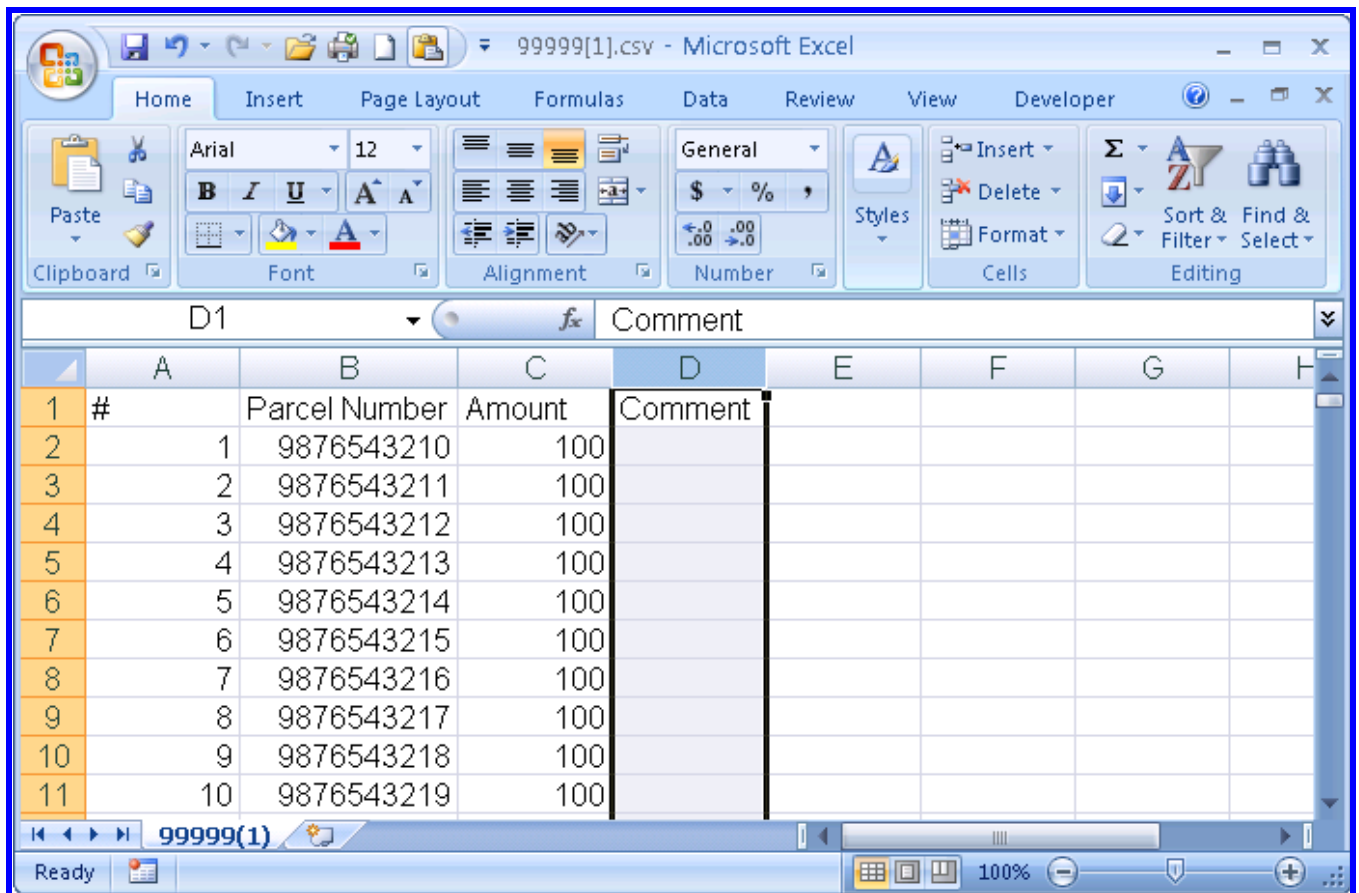
Show Filter - Records: 1 - 50 of 1200 - Pages: 1 2 3 4 5

| # | Parcel Number | Amount | Comment |
|---|---------------|--------|---------|
| 1 | 9876543210 | 100 | |
| 2 | 9876543211 | 100 | |
| 3 | 9876543212 | 100 | |
| 4 | 9876543213 | 100 | |

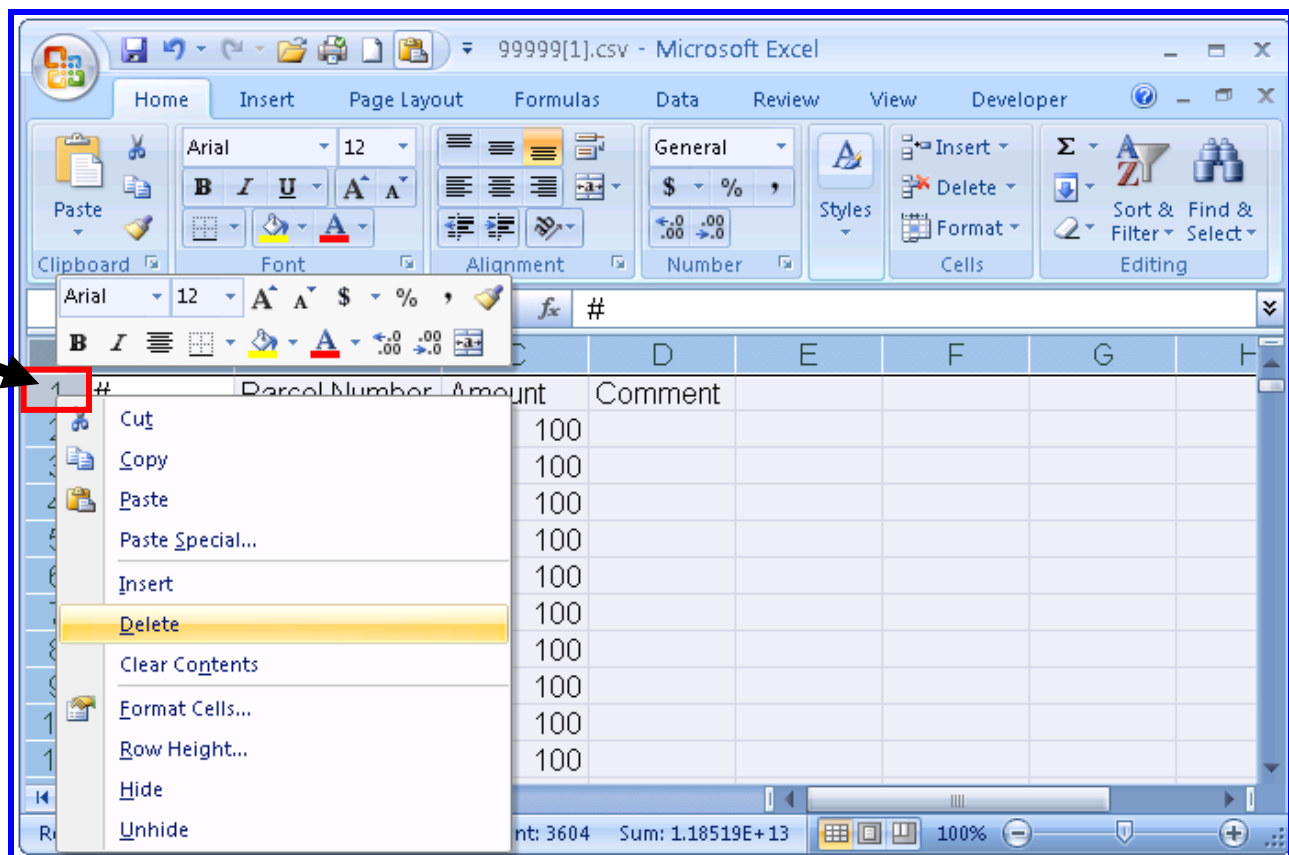
4N. Click the **Open** button to view the file.



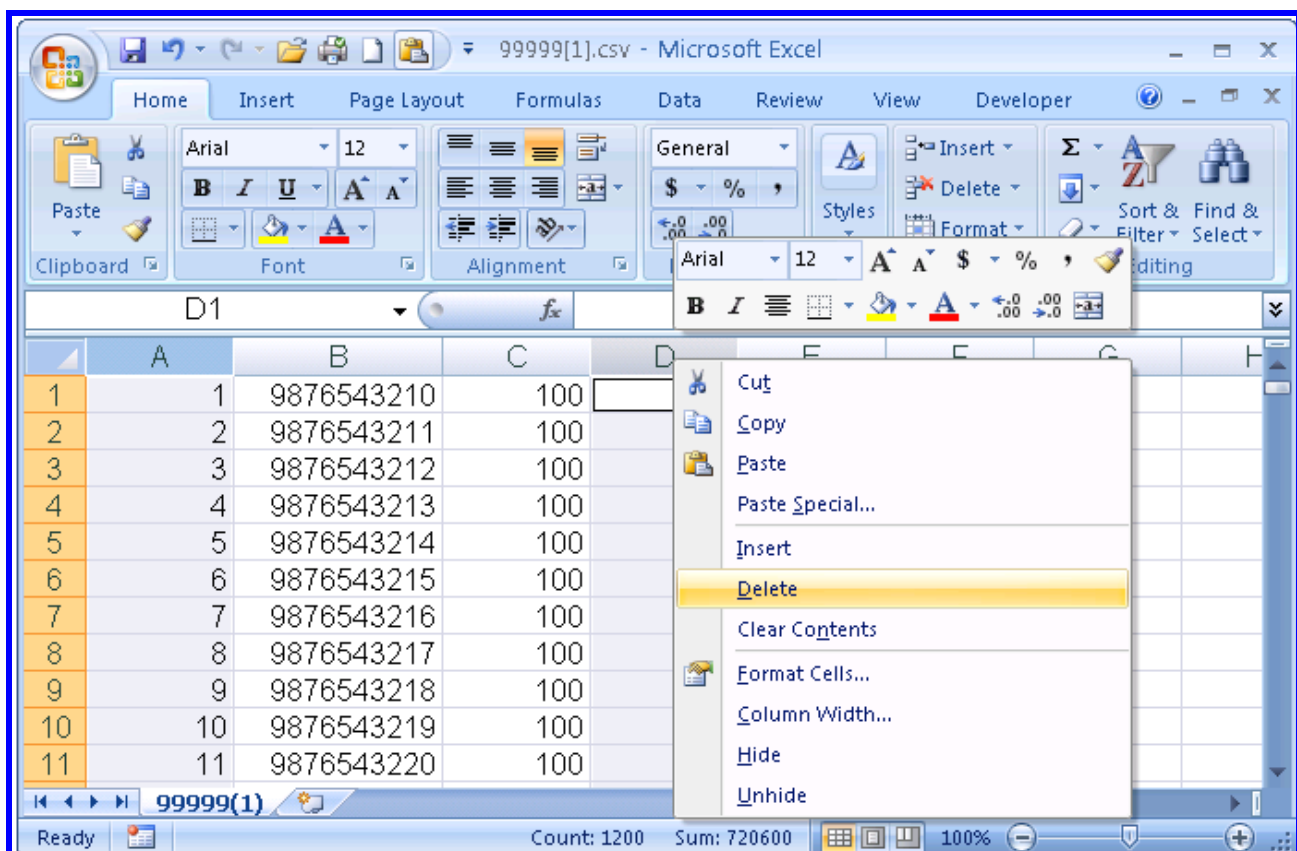
4O. Locate the rows that have comments/error messages and update the parcel number and/or amount containing the error.



4P. To delete the heading row, right click on row '1' and select **Delete** from the pop-up window.

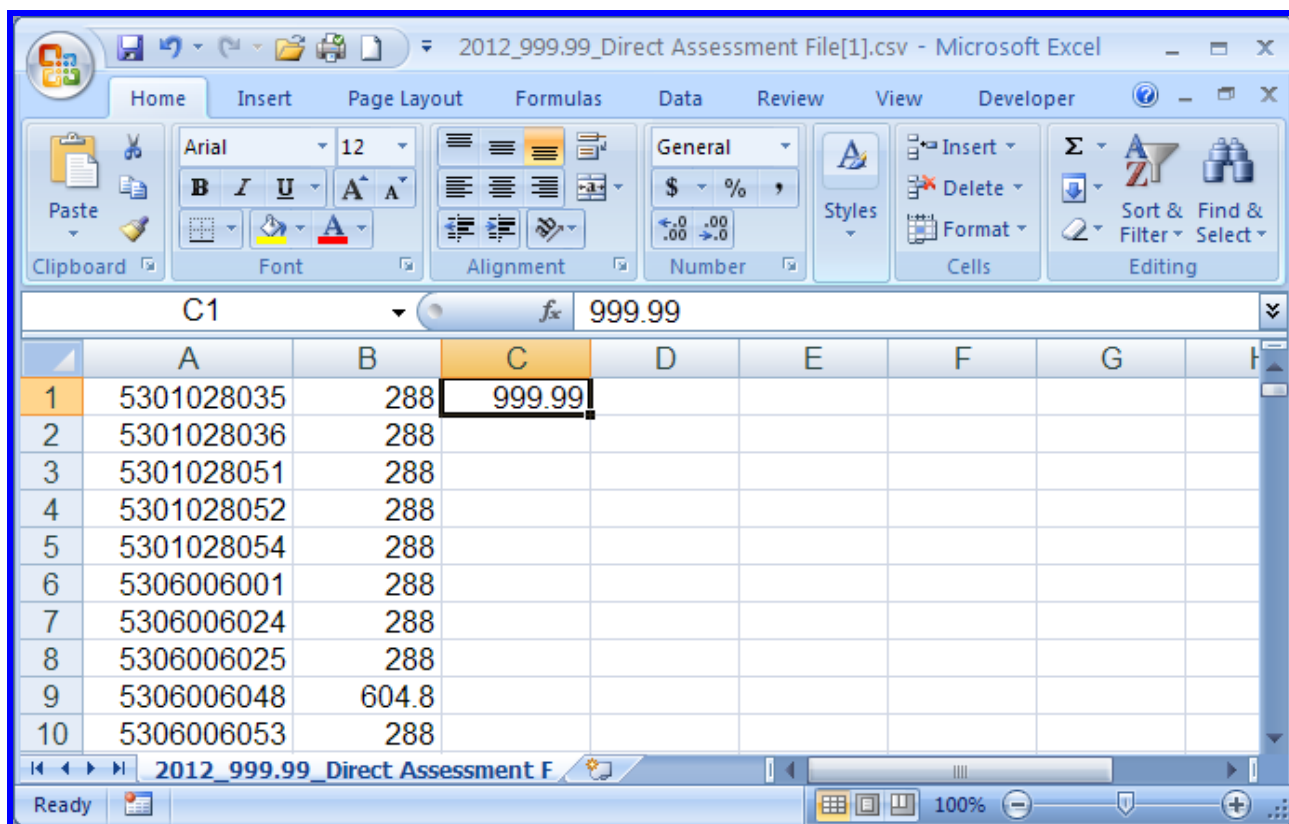


4Q. To delete the Line number and Comment columns, right click on columns 'A' and 'D' and select **Delete** from the pop-up window.

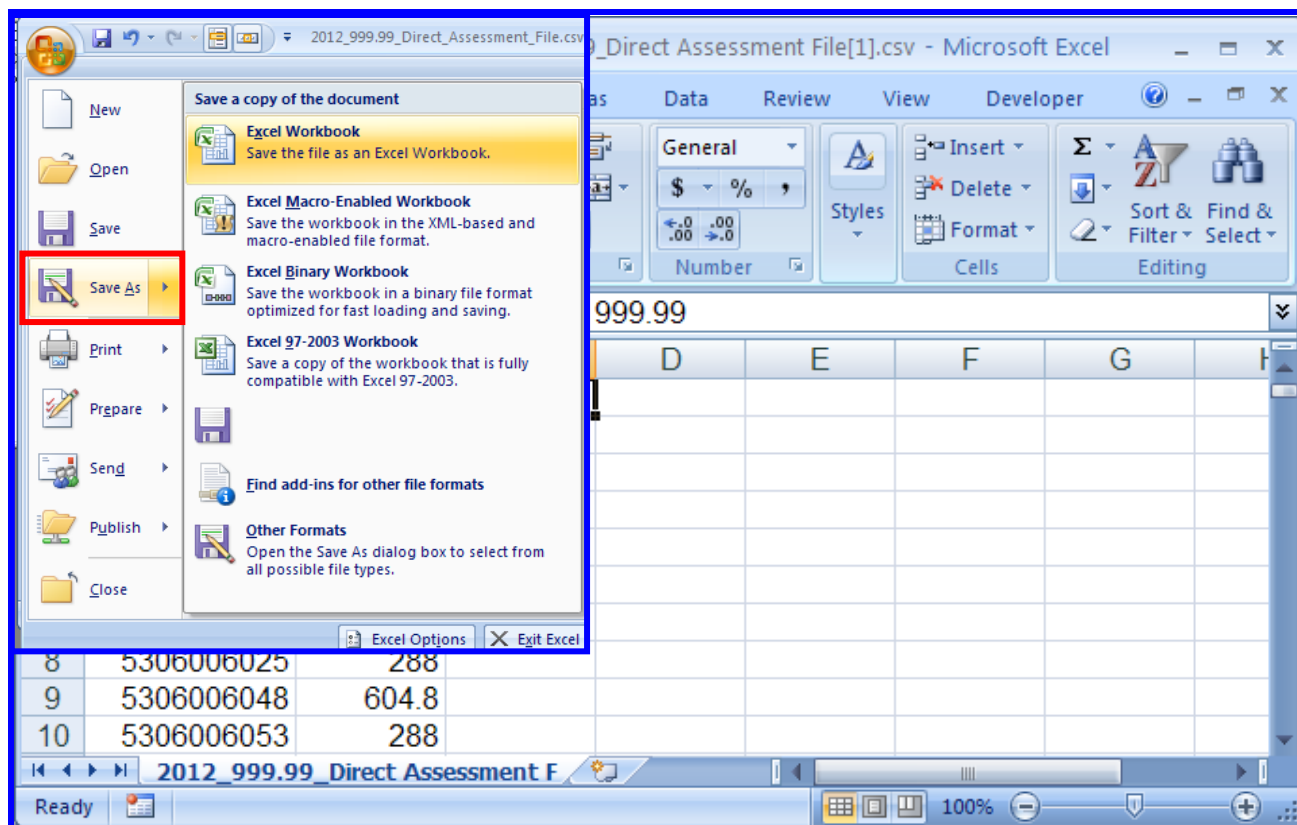


4R. Enter the agency number in cell 'C1'.

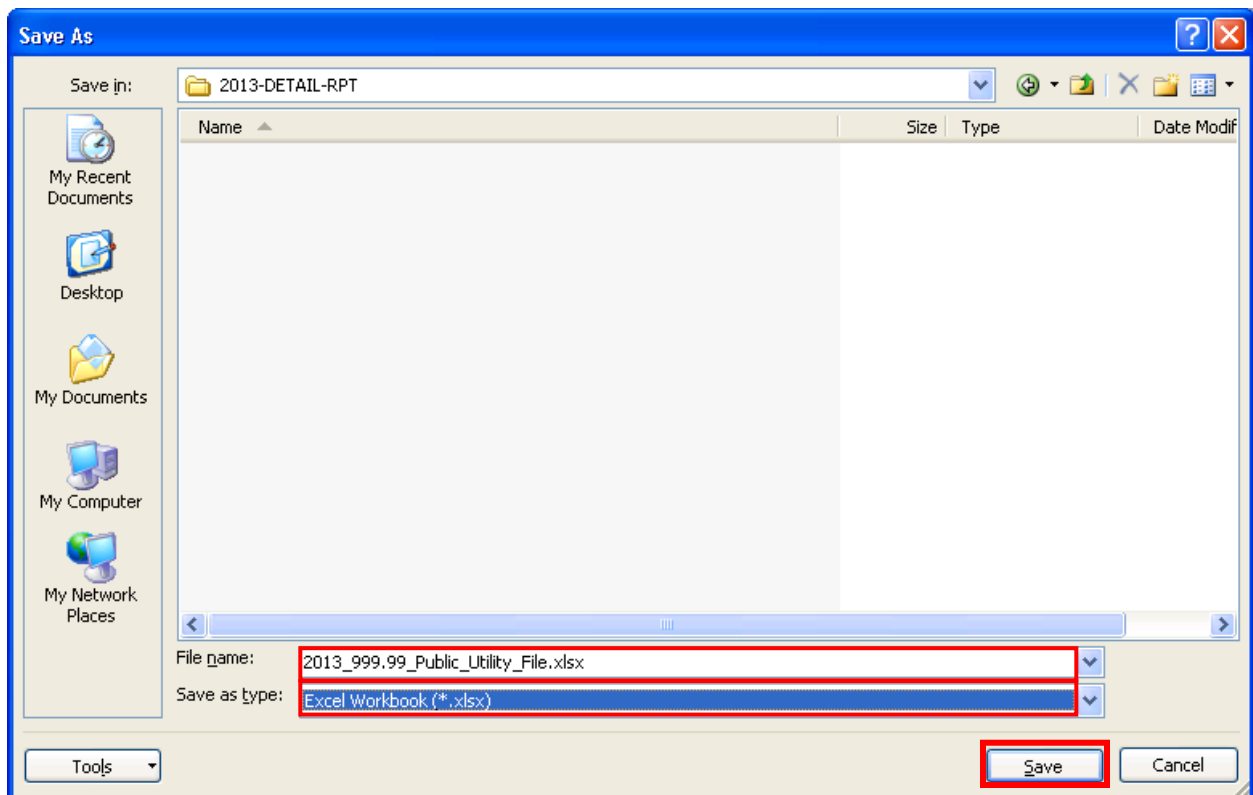
NOTE: Format cell C1 to Text format if your account number contains leading and/or ending zeros.



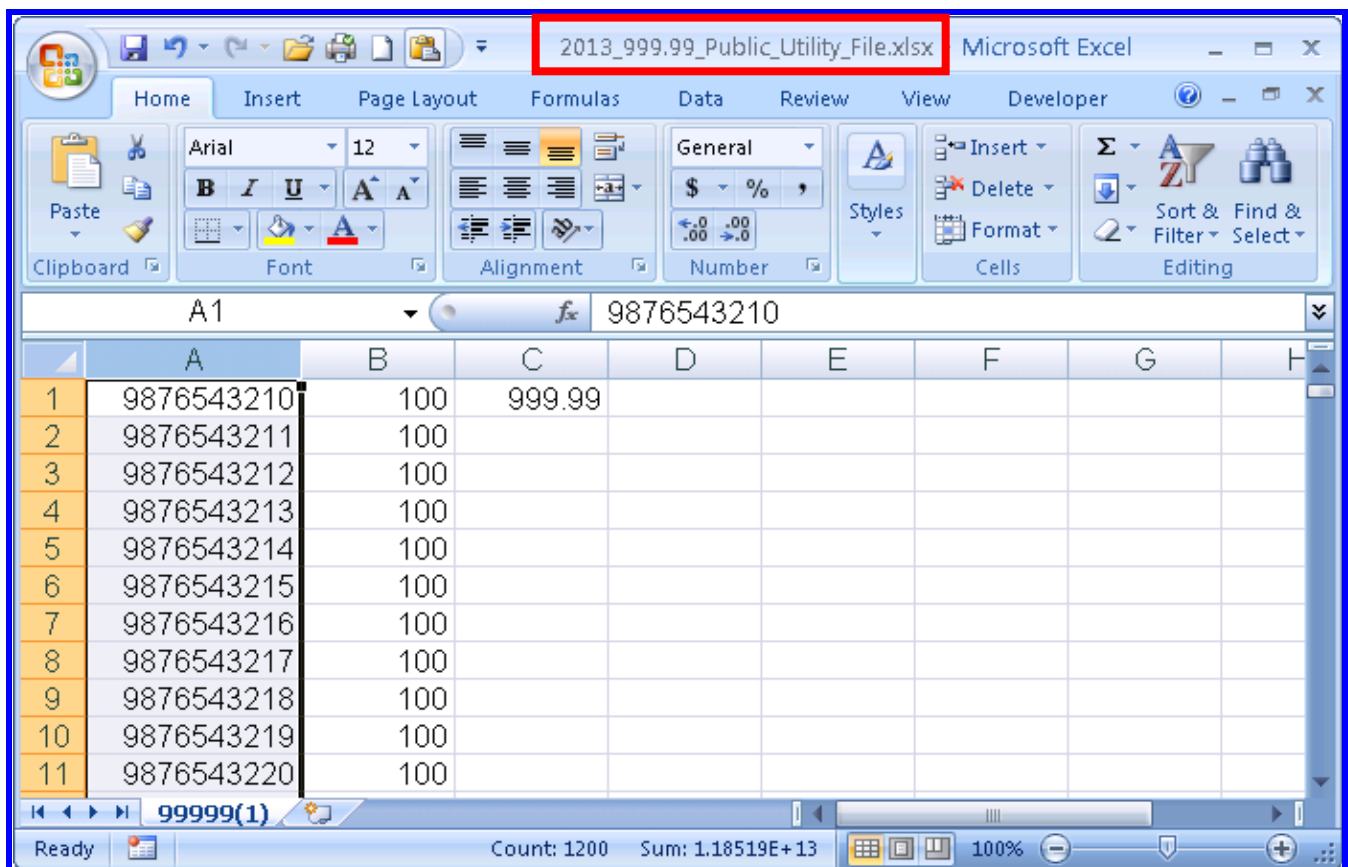
4S. From the menu bar, select **File**, **Save As**.



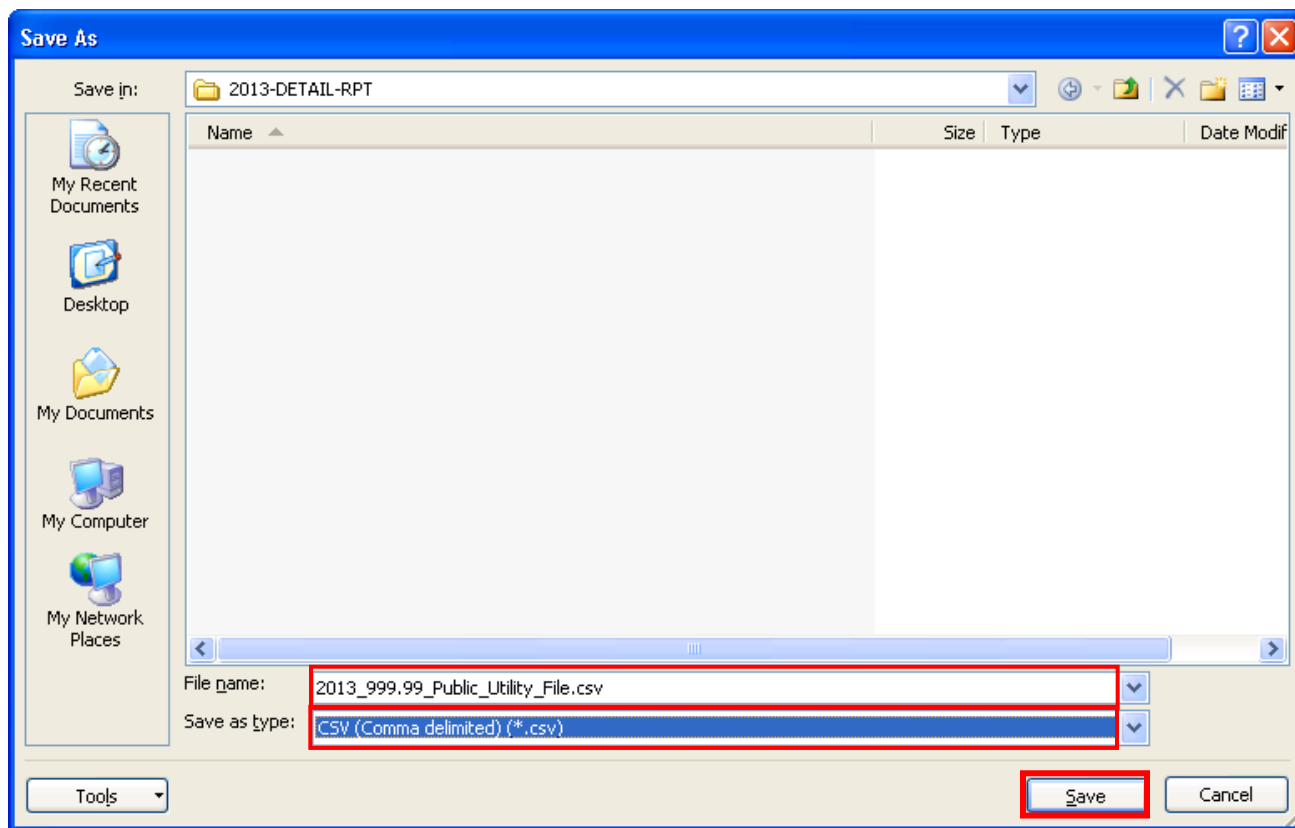
- 4T. To save as Excel file, choose a location where you want to save the file, rename the file, in the drop-down menu select '**Save as type**' as Excel Workbook (.xls or .xlsx) and click the **Save** button. To save as a Text file, skip to **step 4V**.



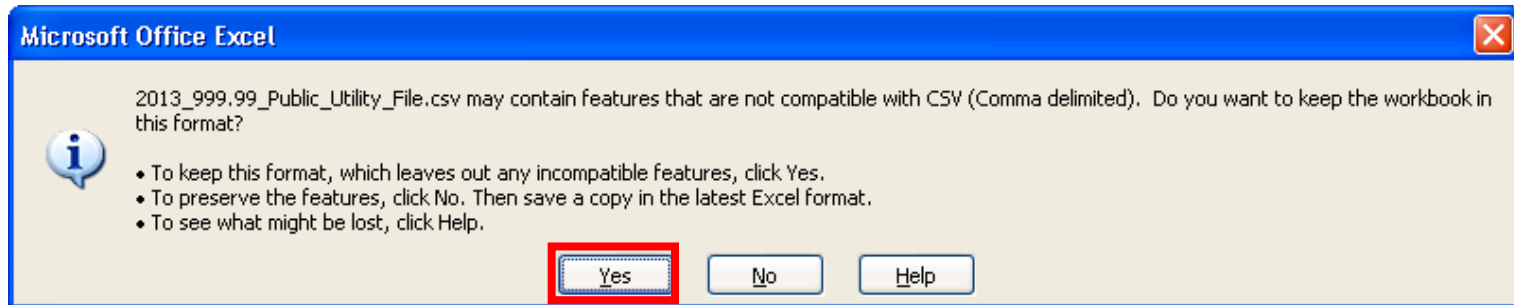
- 4U. The Detail file extension has been updated to .xlsx in the example below.



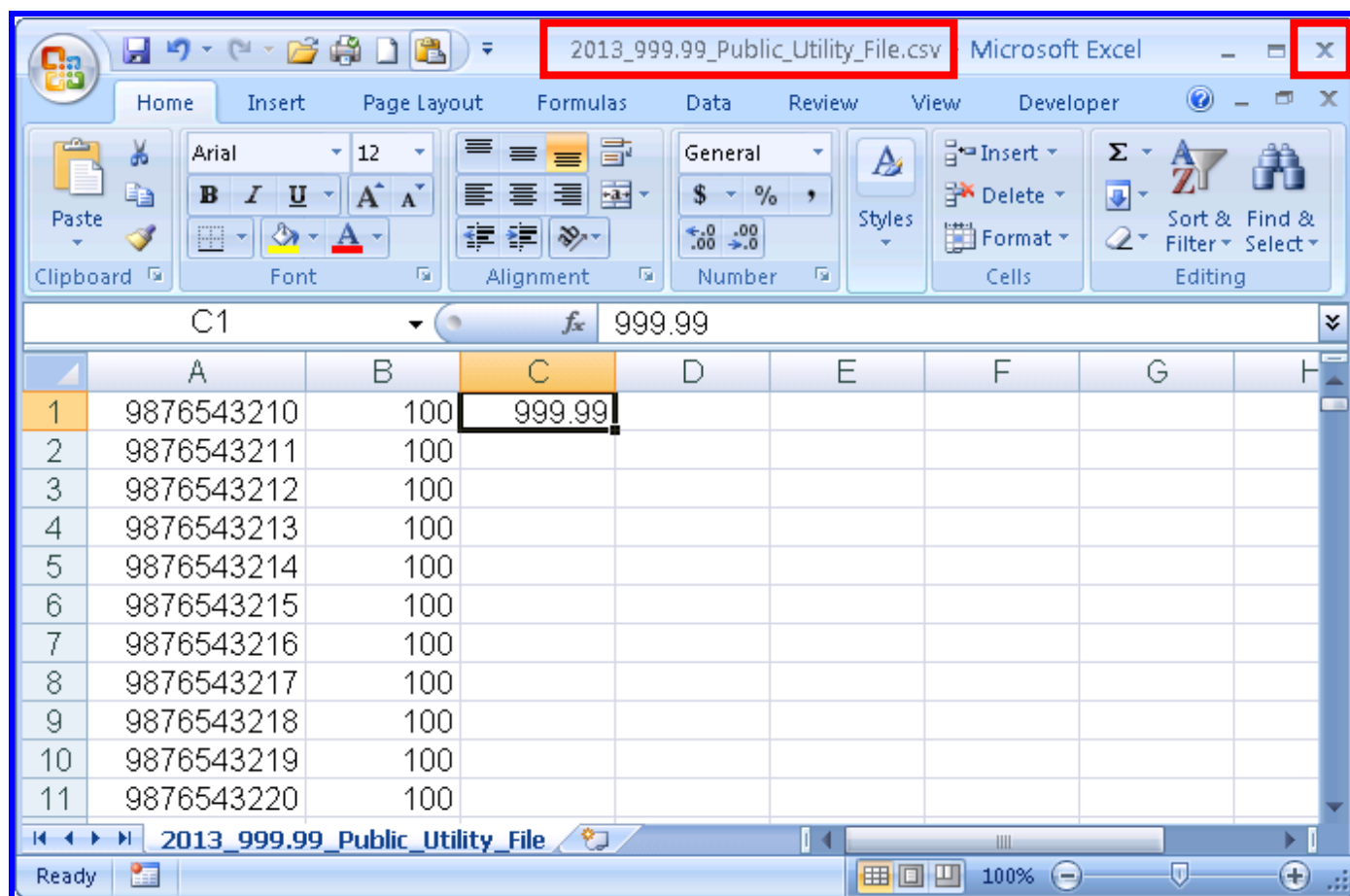
4V. To save as Text file, choose a location where you want to save the file, rename the file, select **CSV (Comma delimited)(*.csv)** in the '**Save as type**' drop-down box and click the **Save** button.



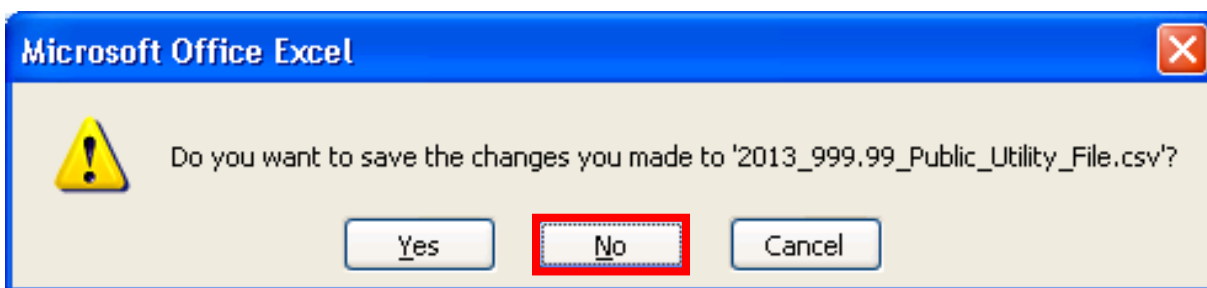
4W. Click the **Yes** button when the pop-up message appears.



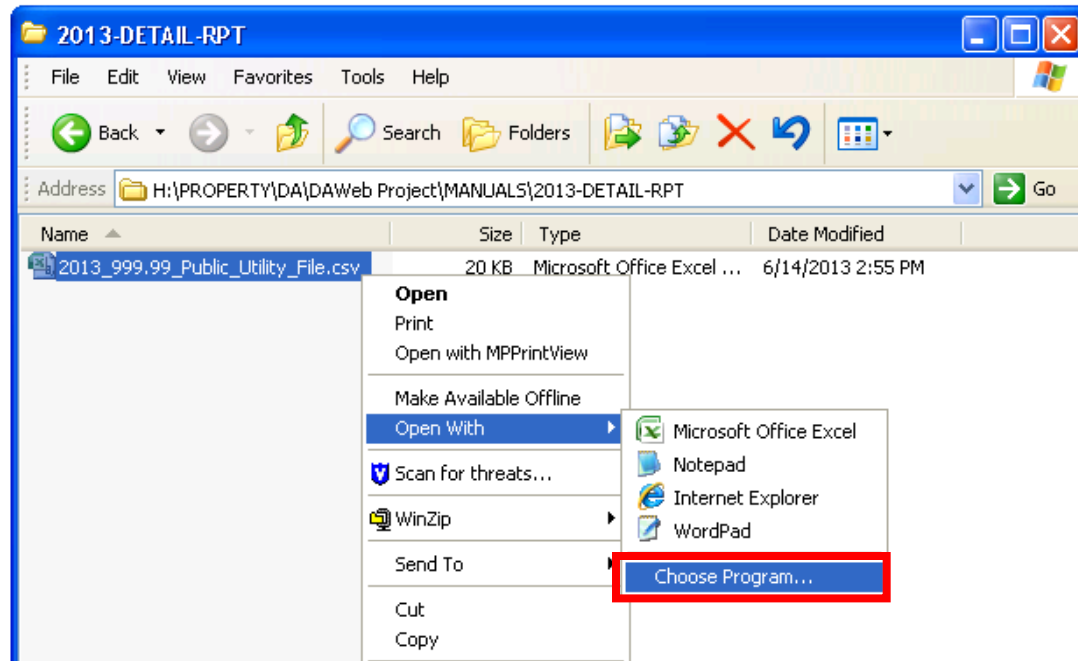
- 4X. The Detail file extension has been updated to **.csv** in the example below. Click the 'X' to close the application.



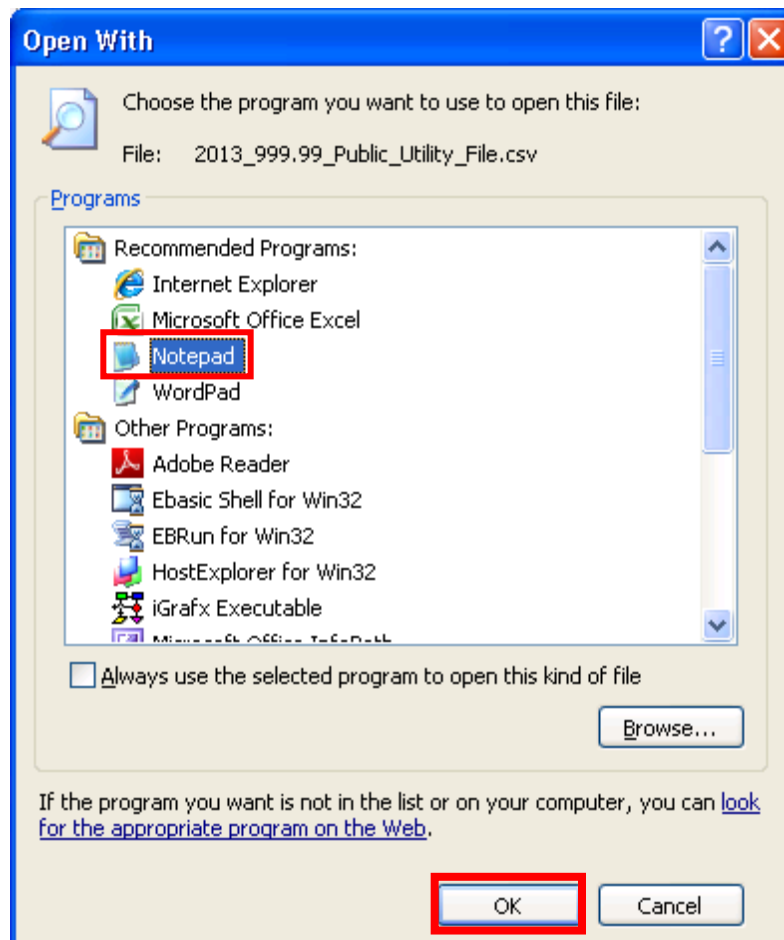
- 4Y. Click the **NO** button when the pop-up message appears.



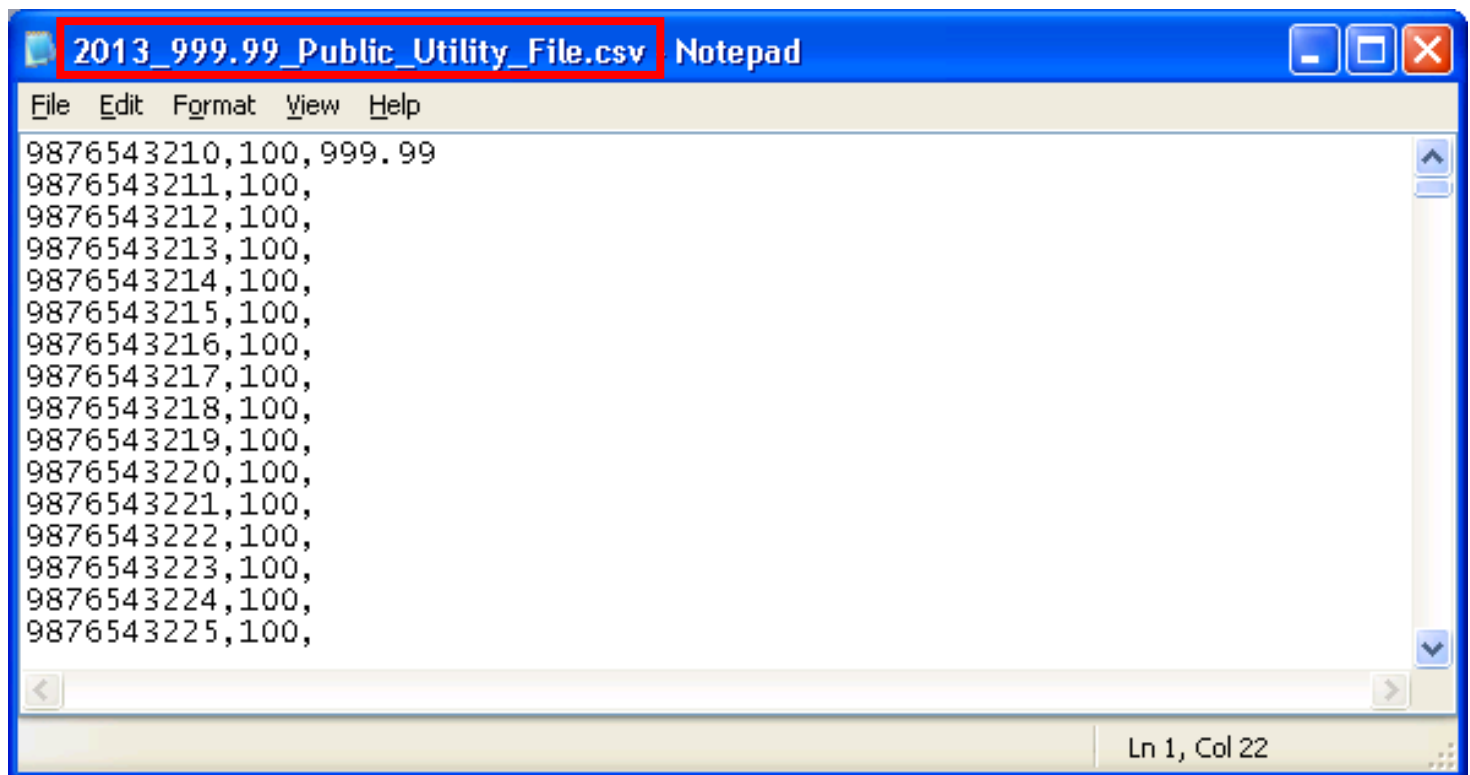
- 4Z. Locate the folder where you saved the .csv file, right click on the file and select **Open With, Choose Program...**



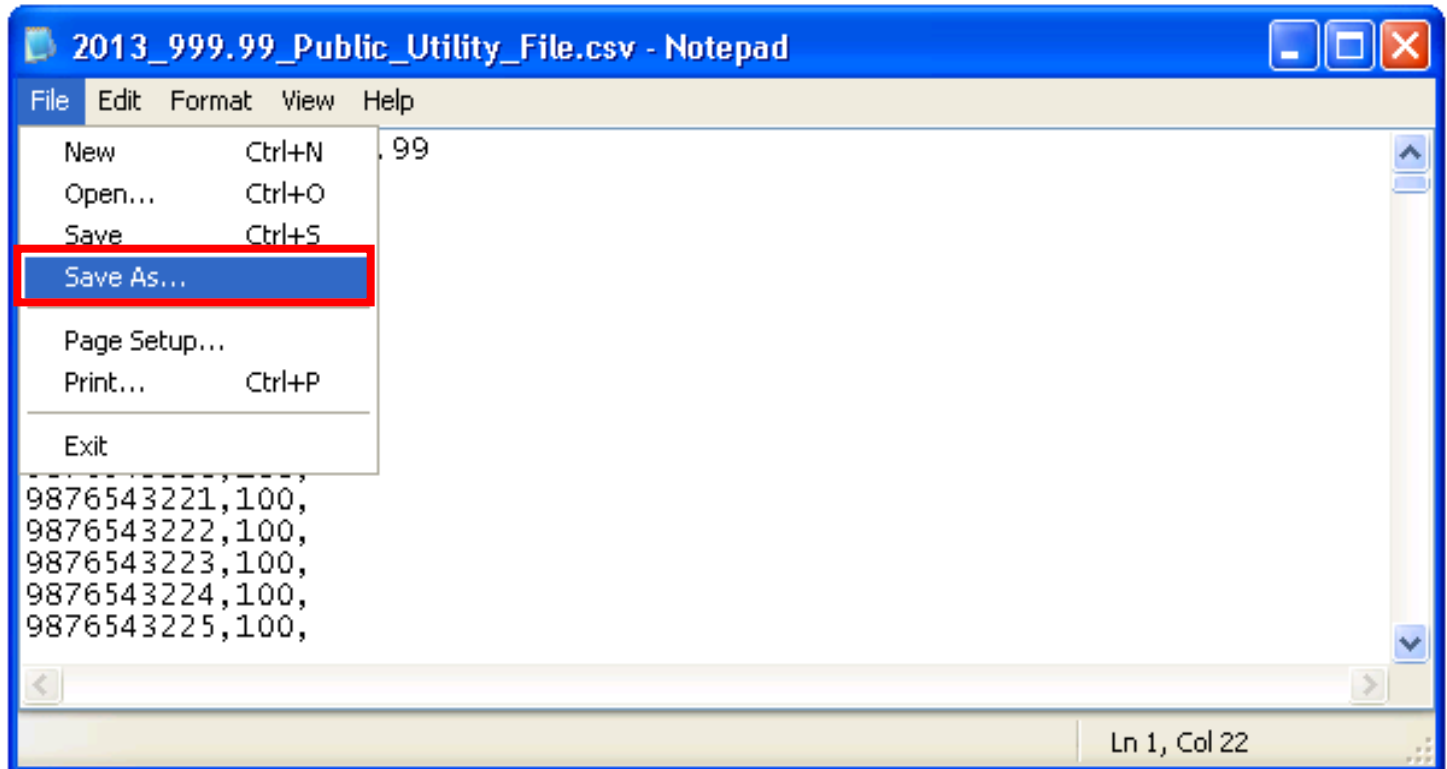
- 4AA. Select **Notepad** and click the **OK** button.



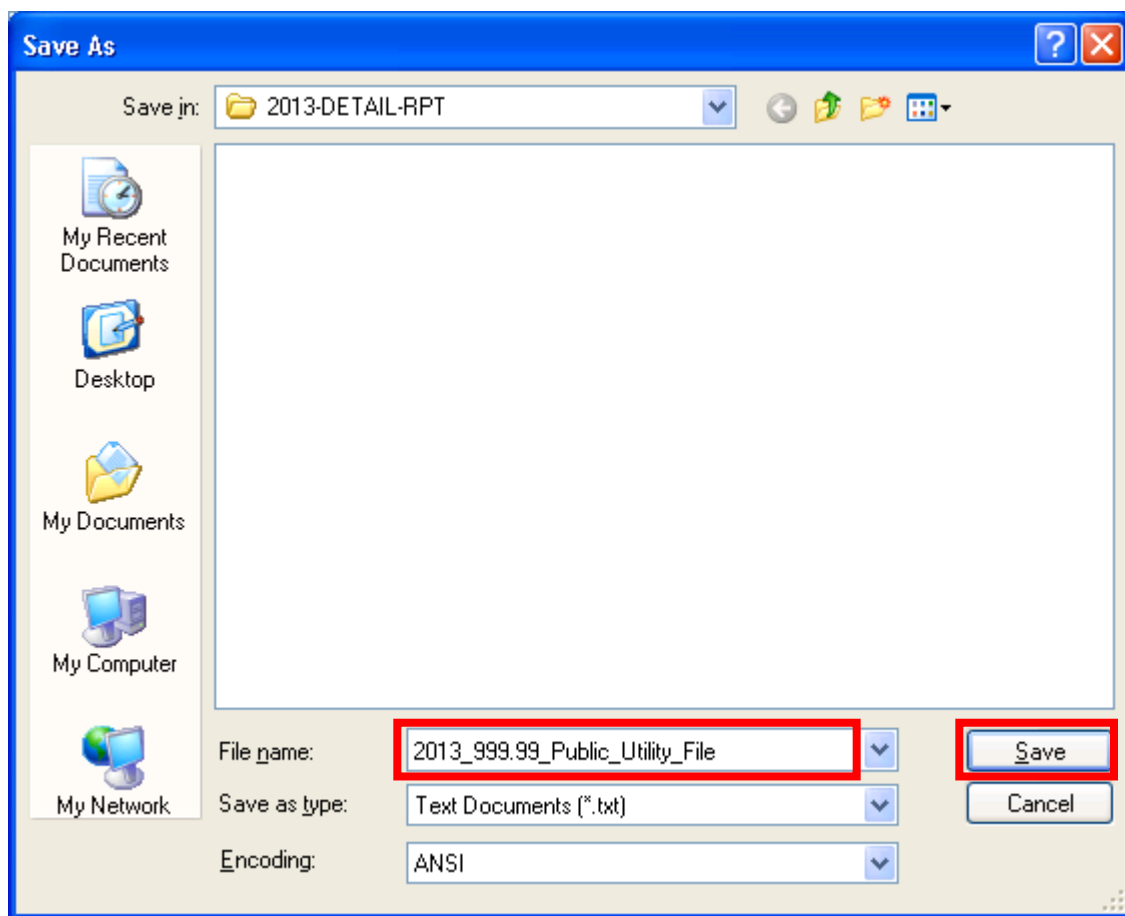
4BB. The .csv file will open in **Notepad**.



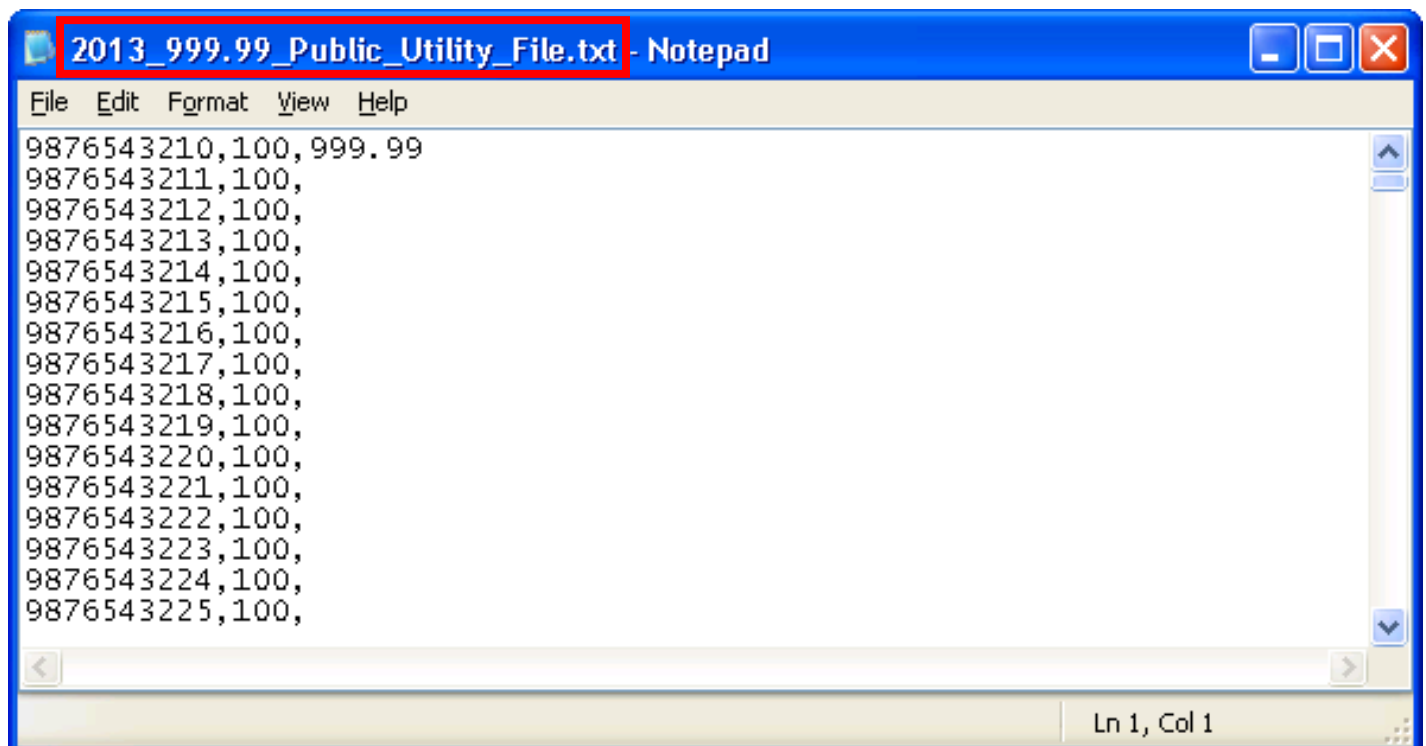
4CC. To save as .txt file, click **File, Save As...**



4DD. Delete the .csv extension from the File Name and click the **Save** button.



4EE. The file extension has been updated to **.txt**.



4FF. Click the **Data Transmittal** link under the **Report** column to verify the Total Parcel Count and DA Amount.

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|-------------------------------|----------|-----------|-----------|------------------|-------|------------------|-------------|------|---|----------------------------|
| <input type="checkbox"/> 2013 | 999.99 | DA | 5,988 | \$151,047,600.01 | no | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

4GG. The **Data Transmittal amounts must match** your expected totals. If they do not match then the input file should be reviewed to ensure all parcels are assessed properly. Re-upload a corrected file or make corrections to an existing file in **'Correct the Data File in Edit Mode'** section (P. 53).

- **Print** the Data Transmittal, **sign** and **date** it, **fill in all blanks**, **scan** it as a PDF and **upload** the signed version to DAWeb. To upload documents, go to **'Upload Legal Documents'** section (P. 74).
- The Auditor requires a signed Data Transmittal as 1 of the 4 Legal Documents.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: June 18, 2013

TO: Department of Auditor-Controller
Property Tax Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

FILE TYPE: Public Utility File

AGENCY ACCOUNT NUMBER: 999.99

BILL DESCRIPTION: LA County test account

TOTAL ASSESSMENT AMOUNT: \$120,000.00

TOTAL PARCEL COUNT: 1,200

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2013-2014 Secured Tax Roll (STR).

Authorized By: _____ Signature _____ Date Signed _____

Name and Title: _____

If there are any problems relating to the data provided, please call:

Name and Title: _____

Phone Number: _____

If there are any exceptions to the input, please call or fax:

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Done Unknown Zone | Protected Mode: Off

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file.

- To fix the invalid file, proceed to '**Correct the Data File in Edit Mode**' section (P. 53).
- To upload documents, proceed to '**Upload Legal Documents**' section (P. 74).



DAWeb

Auditor Controller v 2.2.2.4

Options | Log Out | Help

Welcome, Agency User

[Inbox](#)
[Upload File](#)
[Document Management](#)
[Upload Document](#)

Inbox

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|------------------|-------|------------------|-------------|------|--|----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,988 | \$151,047,600.01 | no | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

CORRECT THE DATA FILE IN EDIT MODE

5A. If Valid = 'no', click the **Edit** link under the **Action** column to locate and fix the error(s). If the file has **150,000 transactions or less** the entire file will display in edit mode. If it has **more than 150,000 transactions**, you can **only** edit the records with errors. The two options for making corrections are as follows: (1) make corrections on the **Edit** page; (2) **export** the Detail Report, make changes on your exported file, **delete** the file from DAWeb and **re-upload** the updated file.

DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management Upload Document

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|------------------|-------|------------------|-------------|------|--|----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,988 | \$151,047,600.01 | no | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

5B. Click the **Action** drop-down box to view a list of menu options.

DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls

Remark


Go Back to Inbox/Check In
Delete
Reset

NOTE: The following options are listed under the **Action** drop-down box:

| | |
|----------------------------------|--|
| Go Back to Inbox/Check In | Brings you back to the Inbox with the file checked in and allows other users who have access to the agency number to edit, delete and submit the file. |
| Delete | Deletes the agency file. |
| Reset | Resets changes on File type and Agency Number (must be done before clicking on the Update link). |

5C. Verify the following on the Edit page:

- Verify that the **Fiscal Year, Agency Number, File Type and File Name** are correct. If any of the information is incorrect then delete the file and re-upload.
- Comments left by the Auditor regarding your agency data file(s) will be placed in the **Remark** box. Remarks can only be entered by the Auditor after your file has been submitted to the Auditor.
- Important Message in red font: **The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.**
- All **red error messages** under the **Comment** section must be fixed in order to validate the file. For a 'Table of Error Messages and Solutions', refer to **P. 56**.



DAWeb

Auditor Controller v2.2.2.4

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One]

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls


Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|----|---------------|--------------|--|---------------|
| 1 | 5658008017 | 150.00 | | Edit Delete |
| 2 | 5657022011 | 15000 | | Edit Delete |
| 3 | 581200601 | 150.00 | • Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | • Parcel number must be all numeric | Edit Delete |
| 5 | 5812006020 | 150.00 | | Edit Delete |
| 6 | 5812006020 | 150.00 | • Duplicate Parcel | Edit Delete |
| 7 | 5820009014 | 150150150.00 | • Direct assessment amount exceeds the limit of 99,999,999.99 | Edit Delete |
| 8 | 5808009024 | 150.0A | • Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | • Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | • Parcel number cannot start with 9 for DA file | Edit Delete |
| 11 | 5657004002 | -150.00 | • Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | • Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | • Parcel number must be 10 digits • Parcel number must be all numeric | Edit Delete |
| 14 | 5812006021 | 150.00 | | Edit Delete |

NOTE: For files greater than 150,000 records, only the records with errors will display on the Edit page.



DAWeb

Auditor Controller

v 2.2.2.4

Welcome, Agency User

Options | Log Out | Help

[Inbox](#) | [Upload File](#) | [Document Management](#) | [Upload Document](#)

Edit DA File

Action [Select One]

Fiscal Year 2013

Agency Number 999.98

File Type Direct Assessment File

File Name DA_2013_99998.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 7 of 7 - Pages: 1


| # | Parcel Number | Amount | Comment | |
|--------|---------------|----------------|---|---------------|
| 149218 | 2331025017 | -21.85 | • Direct assessment amount must be positive | Edit Delete |
| 149685 | 2332009013 | 21.07 | • Duplicate Parcel | Edit Delete |
| 149766 | 233201010 | 26.04 | • Parcel number must be 10 digits | Edit Delete |
| 149835 | 2332016019 | 12515222273.08 | • Direct assessment amount exceeds the limit of 99,999,999.99 | Edit Delete |
| 149926 | 2332019019 | 31.113 | • Amount cannot exceed two decimals:31.113 | Edit Delete |
| 149963 | 23320210377 | 5.14 | • Parcel number must be 10 digits | Edit Delete |
| 150002 | 233202301G | 24.85 | • Parcel number must be all numeric | Edit Delete |


Records per page: 50

Add New

Table of **Error Messages and Solutions:**

| ERROR MESSAGE | REASON | EXAMPLE | SOLUTION |
|---|--|---|---|
| Duplicate Parcel | Duplicate parcels are not allowed | 8765432100 8765432100 | Delete or change one of the duplicate records |
| Parcel number cannot be non-assessable for DA file | If the first four digits of the Parcel number is less than '8900' then the last 3 digits must not end in 800-999 for DA file | 5934820 <u>883</u> 8584827 <u>999</u> | Delete or update parcel |
| Parcel number must be 10 digits | Does not equal 10 bytes | 876543210 87654321089 | 8765432100 |
| Parcel number must be all numeric | Not all numeric | 8765432 <u>K</u> 00 876 <u>\$</u> 432100 | 8765432100 |
| Parcel number must be 10 digits; Parcel number must be all numeric | No spaces or dashes allowed | 8999 999 999 899-999-9999 | 8765432100 |
| Parcel number can not start with '9' for DA file | DA file can not start with '9' | <u>9</u> 876543210 | 8765432100 |
| Parcel number must start with '9' for PU file | PU file must start with '9' | <u>8</u> 765432100 | 9876543210 |
| Direct Assessment Amount exceeds the limit of 99,999,999.99 | Must not exceed 99,999,999.99 | <u>1</u> 23,456,789.01 | 23,456,789.01 |
| Invalid Direct Assessment Amount | Not all numeric | 1,234.5 <u>H</u> | 1234.52 |
| Direct assessment amount must be positive | Amount can not be negative | -1234.50 | 1234.50 |
| Direct Assessment Amount can not exceed two decimal points: XX.XXX | Format is not XXXX.XX | 1,234.56 <u>7</u> | 1234.57 |
| Only corrections can have \$0 value | DA or PU files can not contain \$0 Amount | \$0 in DA/PU file | Update amount or delete record |

5D. For parcel number and amount corrections, click the **Comment** header twice until there is a down arrow  to sort/display all of the error messages to the top of the list.



DAWeb

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Auditor Controller

v2.2.2.4

Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Edit DA File

Action [Select One]


Fiscal Year 2013
 Agency Number 999.99
 File Type Direct Assessment File
 File Name DA_2013_99999.xls
 Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|------|---------------|--------------|--|---|
| 6 | 5812006020 | 150.00 | • Duplicate Parcel | Edit Delete |
| 7 | 5820009014 | 150150150.00 | • Direct assessment amount exceeds the limit of 99,999,999.99 | Edit Delete |
| 8 | 5808009024 | 150.0A | • Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | • Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | • Parcel number cannot start with 9 for DA file | Edit Delete |
| 11 | 5657004002 | -150.00 | • Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | • Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | • Parcel number must be 10 digits • Parcel number must be all numeric | Edit Delete |
| 3 | 581200601 | 150.00 | • Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | • Parcel number must be all numeric | Edit Delete |
| 5511 | 5819008987 | 150.00 | • Parcel number cannot be non-assessable parcels | Edit Delete |
| 3090 | 5657017002 | 150.00 | | Edit Delete |
| 3194 | 5821004027 | 150.00 | | Edit Delete |

NOTE: Row #, Parcel Number and Amount columns can also be **sorted by clicking on the title bar of each heading.**



DAWeb

Auditor Controller
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Options | Log Out | Help

Inbox
Upload File
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Edit DA File

Action [Select One]


Fiscal Year 2013
 Agency Number 999.99
 File Type Direct Assessment File
 File Name DA_2013_99999.xls
 Remark

File Error: Parcel Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Sorted by Row
Show Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|----|---------------|--------------|--|---------------|
| 1 | 5658008017 | 150.00 | | Edit Delete |
| 2 | 5657022011 | 15000 | | Edit Delete |
| 3 | 581200601 | 150.00 | • Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | • Parcel number must be all numeric | Edit Delete |
| 5 | 5812006020 | 150.00 | | Edit Delete |
| 6 | 5812006020 | 150.00 | • Duplicate Parcel | Edit Delete |
| 7 | 5820009014 | 150150150.00 | • Direct assessment amount exceeds the limit of 99,999,999.99 | Edit Delete |
| 8 | 5808009024 | 150.0A | • Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | • Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | • Parcel number cannot start with 9 for DA file | Edit Delete |
| 11 | 5657004002 | -150.00 | • Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | • Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | • Parcel number must be 10 digits • Parcel number must be all numeric | Edit Delete |

- 5E. The first error displayed on the list is a **duplicate parcel**. To search for the duplicate parcel number, click the **Show Filter** link.



DAWeb

Auditor Controller v2.2.2.4

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls

Remark


The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

[Show Filter](#) Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|------|---------------|--------------|--|---------------|
| 6 | 5812006020 | 150.00 | • Duplicate Parcel | Edit Delete |
| 7 | 5820009014 | 150150150.00 | • Direct assessment amount exceeds the limit of 99,999,999.99 | Edit Delete |
| 8 | 5808009024 | 150.0A | • Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | • Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | • Parcel number cannot start with 9 for DA file | Edit Delete |
| 11 | 5657004002 | -150.00 | • Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | • Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | • Parcel number must be 10 digits • Parcel number must be all numeric | Edit Delete |
| 3 | 581200601 | 150.00 | • Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | • Parcel number must be all numeric | Edit Delete |
| 5511 | 5819008987 | 150.00 | • Parcel number cannot be non-assessable parcels | Edit Delete |
| 3090 | 5657017002 | 150.00 | | Edit Delete |

5F. Type in the duplicate parcel number and click the **Apply Filter** link or press the **Enter** button.

NOTE: The filter drop-down box can be set to 'Equal To' or 'Starts With'.



DAWeb

Auditor Controller v2.2.2.4

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Apply Filter Hide Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|----|---|-----------------------------------|--|---------------|
| | <div>Equal To ▼</div> <div>5812006020</div> | <div>Equal To ▼</div> <div></div> | | |
| 6 | 5812006020 | 150.00 | • Duplicate Parcel | Edit Delete |
| 7 | 5820009014 | 150150150.00 | • Direct assessment amount exceeds the limit of 99,999,999.99 | Edit Delete |
| 8 | 5808009024 | 150.0A | • Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | • Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | • Parcel number cannot start with 9 for DA file | Edit Delete |
| 11 | 5657004002 | -150.00 | • Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | • Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | • Parcel number must be 10 digits • Parcel number must be all numeric | Edit Delete |
| 3 | 581200601 | 150.00 | • Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | • Parcel number must be all numeric | Edit Delete |

5G. Duplicate parcels may have **different amounts**. Determine which duplicate parcels need to be deleted, click the **Delete** link or click the **Edit** link and update the parcel number(s) so they are no longer duplicates.

Inbox

Upload File

Document Management

Upload Document

Edit DA File

Action

[Select One]

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Apply Filter | Hide Filter | Remove Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|---|---|---------------------------------|--------------------|-----------------------------------|
| | <div>Equal To</div> <div>5812006020</div> | <div>Equal To</div> <div></div> | | |
| 6 | 5812006020 | 150.00 | • Duplicate Parcel | <div>Edit</div> <div>Delete</div> |
| 5 | 5812006020 | 300.00 | | <div>Edit</div> <div>Delete</div> |

Records per page: 50

Add New

NOTE: If the **Duplicate Parcel** error message did not clear after one of the duplicates was deleted or edited, click the **Edit** link and then click the **Update** link to clear out the comment.

Apply Filter | Hide Filter | Remove Filter - Records: 1 - 50 of 5988 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|---|---|---------------------------------|--------------------|-----------------------------------|
| | <div>Equal To</div> <div>5812006020</div> | <div>Equal To</div> <div></div> | | |
| 6 | 5812006020 | 150.00 | • Duplicate Parcel | <div>Edit</div> <div>Delete</div> |

Records per page: 50

Add New

Apply Filter | Hide Filter | Remove Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|---|---|---------------------------------|--------------------|-------------------------------------|
| | <div>Equal To</div> <div>5812006020</div> | <div>Equal To</div> <div></div> | | |
| 6 | <div>5812006020</div> | <div>150.00</div> | • Duplicate Parcel | <div>Update</div> <div>Cancel</div> |

Records per page: 50

Add New


Apply Filter | Hide Filter | Remove Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|---|---|---------------------------------|---------|-----------------------------------|
| | <div>Equal To</div> <div>5812006020</div> | <div>Equal To</div> <div></div> | | |
| 6 | 5812006020 | 150.00 | | <div>Edit</div> <div>Delete</div> |

Records per page: 50

Add New

5H. Click the **Remove Filter** link to bring back the list of errors.



DAWeb

Auditor Controller v2.2.2.4

Options | Log Out | Help

Welcome, Agency User

[Inbox](#) | [Upload File](#) | [Document Management](#) | [Upload Document](#)

Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls

Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

[Apply Filter](#) | [Hide Filter](#) | **[Remove Filter](#)** - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|---|---|---------------------------------------|---------|---|
| | <input type="text" value="Equal To"/> <input type="text" value="5812006020"/> | <input type="text" value="Equal To"/> | | |
| 6 | 5812006020 | 150.00 | | Edit Delete |

Records per page:

[Add New](#)

5I. Click the **Hide Filter** link to hide the parcel filter panel.

[Inbox](#) | [Upload File](#) | [Document Management](#) | [Upload Document](#)

Edit DA File

Action [Select One] ▼

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls


Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

[Apply Filter](#) | **[Hide Filter](#)** - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|----|---------------------------------------|---------------------------------------|---|---|
| | <input type="text" value="Equal To"/> | <input type="text" value="Equal To"/> | | |
| 7 | 5820009014 | 150150150.00 | • Direct assessment amount exceeds the limit of 99,999,999.99 | Edit Delete |
| 8 | 5808009024 | 150.0A | • Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | • Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | • Parcel number cannot start with 9 for DA file | Edit Delete |

- 5J. To edit an amount, click on the Amount field, enter the updated amount in the text box and click the Update link.



DAWeb

Auditor Controller

v2.2.2.4

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One]

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls


Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|------|---|-------------------------------------|---|---|
| 7 | <input type="text" value="5820009014"/> | <input type="text" value="150.00"/> | <ul style="list-style-type: none">Direct assessment amount exceeds the limit of 99,999,999.99 | Update Cancel |
| 8 | 5808009024 | 150.0A | <ul style="list-style-type: none">Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | <ul style="list-style-type: none">Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | <ul style="list-style-type: none">Parcel number cannot start with 9 for DA file | Edit Delete |
| 11 | 5657004002 | -150.00 | <ul style="list-style-type: none">Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | <ul style="list-style-type: none">Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | <ul style="list-style-type: none">Parcel number must be 10 digitsParcel number must be all numeric | Edit Delete |
| 3 | 581200601 | 150.00 | <ul style="list-style-type: none">Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | <ul style="list-style-type: none">Parcel number must be all numeric | Edit Delete |
| 5511 | 5819008987 | 150.00 | <ul style="list-style-type: none">Parcel number cannot be non-assessable parcels | Edit Delete |
| 3812 | 5812025052 | 150.00 | | Edit Delete |

- 5K. Row #7 (from the previous screen) has been updated and **no longer appears at the top of the list** since it no longer contains an error message and the columns are **sorted by the Comment field**.



DAWeb

Auditor Controller

v2.2.2.4

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action [Select One]

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls


Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|------|---------------|---------|--|---------------|
| 8 | 5808009024 | 150.0A | • Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | • Only corrections can have \$0 value | Edit Delete |
| 10 | 9806019009 | 150.00 | • Parcel number cannot start with 9 for DA file | Edit Delete |
| 11 | 5657004002 | -150.00 | • Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | • Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | • Parcel number must be 10 digits • Parcel number must be all numeric | Edit Delete |
| 3 | 581200601 | 150.00 | • Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | • Parcel number must be all numeric | Edit Delete |
| 5511 | 5819008987 | 150.00 | • Parcel number cannot be non-assessable parcels | Edit Delete |
| 3812 | 5812025052 | 150.00 | | Edit Delete |

- 5L. To edit a parcel number, **click on the Parcel Number field**, enter the updated parcel in the text box and click the **Update** link.



DAWeb

Auditor Controller v2.2.2.4

Welcome, Agency User

Options | Log Out | Help

[Inbox](#) | [Upload File](#) | [Document Management](#) | [Upload Document](#)

Edit DA File

Action [Select One]

Fiscal Year 2013

Agency Number 999.99

File Type Direct Assessment File

File Name DA_2013_99999.xls



Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: [1](#) | [2](#) | [3](#) | [4](#) | [5](#)

| # | Parcel Number | Amount | Comment | |
|------|---|-------------------------------------|--|---------------------------------|
| 8 | 5808009024 | 150.0A | Invalid Direct Assessment Amount | Edit Delete |
| 9 | 5812014024 | 0.00 | Only corrections can have \$0 value | Edit Delete |
| 10 | <input type="text" value="7806019009"/> | <input type="text" value="150.00"/> | Parcel number cannot start with 9 for DA file | Update Cancel |
| 11 | 5657004002 | -150.00 | Direct assessment amount must be positive | Edit Delete |
| 12 | 5657004003 | 150.005 | Amount cannot exceed two decimals:150.005 | Edit Delete |
| 13 | 5864 023 009 | 150.00 | Parcel number must be 10 digits Parcel number must be all numeric | Edit Delete |
| 3 | 581200601 | 150.00 | Parcel number must be 10 digits | Edit Delete |
| 4 | 581200601G | 150.00 | Parcel number must be all numeric | Edit Delete |
| 5511 | 5819008987 | 150.00 | Parcel number cannot be non-assessable parcels | Edit Delete |
| 3812 | 5812025052 | 150.00 | | Edit Delete |
| 3813 | 5817033042 | 150.00 | | Edit Delete |

5M. Please ensure all comments/error messages are completed and removed by clicking the Comment header twice. The agency file will only show valid = 'yes' after all of the errors are fixed.



Auditor Controller
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Options | Log Out | Help

Inbox
Upload File
Document Management
Upload Document

Edit DA File

Action
[Select One]

Fiscal Year 2013
Agency Number 999.99
File Type Direct Assessment File
File Name DA_2013_99999.xls
Remark

The File Type and Agency Number cannot be updated in Edit mode. If the File Type or Agency Number was uploaded incorrectly, delete the file and re-upload.

Show Filter - Records: 1 - 50 of 5987 - Pages: 1 | 2 | 3 | 4 | 5

| # | Parcel Number | Amount | Comment | |
|------|---------------|--------|---------|---------------|
| 3812 | 5812025052 | 150.00 | | Edit Delete |
| 3813 | 5817033042 | 150.00 | | Edit Delete |
| 3814 | 5816023020 | 150.00 | | Edit Delete |
| 3815 | 5817029019 | 150.00 | | Edit Delete |
| 3816 | 5812008035 | 150.00 | | Edit Delete |
| 3817 | 5815025010 | 150.00 | | Edit Delete |
| 3818 | 5806021006 | 150.00 | | Edit Delete |
| 3819 | 5812023032 | 150.00 | | Edit Delete |
| 3820 | 5812023033 | 150.00 | | Edit Delete |
| 3821 | 5812023018 | 150.00 | | Edit Delete |
| 3822 | 5812023019 | 150.00 | | Edit Delete |
| 3823 | 5812023020 | 150.00 | | Edit Delete |
| 3824 | 5810022010 | 150.00 | | Edit Delete |
| 3825 | 5658005007 | 150.00 | | Edit Delete |
| 3826 | 5864037008 | 150.00 | | Edit Delete |
| 3827 | 5658011010 | 150.00 | | Edit Delete |
| 3828 | 5816004003 | 150.00 | | Edit Delete |











5N. To add a new row, scroll to the bottom of the Edit page and click the **Add New** link.

| | | | | | |
|----------------------|------------------------|------------------------------|--|--|--|
| DAWEB | | | Page Safety Tools | | |
| 35 | 5811015013 | 150.00 | Edit Delete | | |
| 36 | 5657009013 | 150.00 | Edit Delete | | |
| 37 | 5816003010 | 150.00 | Edit Delete | | |
| 38 | 5657025001 | 150.00 | Edit Delete | | |
| 39 | 5817033032 | 150.00 | Edit Delete | | |
| 40 | 5813005035 | 150.00 | Edit Delete | | |
| 41 | 5815003002 | 150.00 | Edit Delete | | |
| 42 | 5806009003 | 150.00 | Edit Delete | | |
| 43 | 5806019008 | 150.00 | Edit Delete | | |
| 44 | 5808013011 | 150.00 | Edit Delete | | |
| 45 | 5817017051 | 150.00 | Edit Delete | | |
| 46 | 5864021016 | 150.00 | Edit Delete | | |
| 47 | 5814024001 | 150.00 | Edit Delete | | |
| 48 | 5864009021 | 150.00 | Edit Delete | | |
| 49 | 5822031033 | 150.00 | Edit Delete | | |
| 50 | 5817038011 | 150.00 | Edit Delete | | |
| Grand Total | Total TXN CNT 5,987 | Total Amount \$898,050.00 | | | |
| Records per page: 50 | | | Add New | | |
| | | | Records: 1 - 50 of 5987 - Pages: 1 2 3 4 5 | | |

5O. Enter the parcel number and amount and click the **Save** link to save or **Cancel** to cancel the entry.

| | | | | | |
|----------------------|------------------------|------------------------------|--|--|--|
| DAWEB | | | Page Safety Tools | | |
| 36 | 5657009013 | 150.00 | Edit Delete | | |
| 37 | 5816003010 | 150.00 | Edit Delete | | |
| 38 | 5657025001 | 150.00 | Edit Delete | | |
| 39 | 5817033032 | 150.00 | Edit Delete | | |
| 40 | 5813005035 | 150.00 | Edit Delete | | |
| 41 | 5815003002 | 150.00 | Edit Delete | | |
| 42 | 5806009003 | 150.00 | Edit Delete | | |
| 43 | 5806019008 | 150.00 | Edit Delete | | |
| 44 | 5808013011 | 150.00 | Edit Delete | | |
| 45 | 5817017051 | 150.00 | Edit Delete | | |
| 46 | 5864021016 | 150.00 | Edit Delete | | |
| 47 | 5814024001 | 150.00 | Edit Delete | | |
| 48 | 5864009021 | 150.00 | Edit Delete | | |
| 49 | 5822031033 | 150.00 | Edit Delete | | |
| 50 | 5817038011 | 150.00 | Edit Delete | | |
| 8777777777 | | | 150.00 | | |
| Grand Total | Total TXN CNT 5,987 | Total Amount \$898,050.00 | | | |
| Records per page: 50 | | | Save Cancel | | |
| | | | Records: 1 - 50 of 5987 - Pages: 1 2 3 4 5 | | |

5P. Once the data file has been saved, the new record is added to the end of the list and assigned the next row number.

| | | | | | |
|--|------------------------|------------------------------|---|--|--|
| DAWEB | | |     Page  Safety  Tools  | | |
| 5974 | 5812019011 | 150.00 | Edit Delete | | |
| 5975 | 5806007006 | 150.00 | Edit Delete | | |
| 5976 | 5812011027 | 150.00 | Edit Delete | | |
| 5977 | 5816005009 | 150.00 | Edit Delete | | |
| 5978 | 5817030035 | 150.00 | Edit Delete | | |
| 5979 | 5821012001 | 150.00 | Edit Delete | | |
| 5980 | 5815013058 | 150.00 | Edit Delete | | |
| 5981 | 5811016032 | 150.00 | Edit Delete | | |
| 5982 | 5864022013 | 150.00 | Edit Delete | | |
| 5983 | 5817030025 | 150.00 | Edit Delete | | |
| 5984 | 5864006023 | 150.00 | Edit Delete | | |
| 5985 | 5812017005 | 150.00 | Edit Delete | | |
| 5986 | 5822004004 | 150.00 | Edit Delete | | |
| 5987 | 5814013010 | 150.00 | Edit Delete | | |
| 5988 | 5806017704 | 150.00 | Edit Delete | | |
| 5991 | 8777777777 | 150.00 | Edit Delete | | |
| Grand Total | Total TXN CNT 5,988 | Total Amount \$898,200.00 | | | |
| Records per page: 50  | | | Add New - Records: 5951 - 5988 of 5988 - Pages:   <u>116</u> <u>117</u> <u>118</u> <u>119</u> 120   | | |

5Q. To **delete** a record, click the **Delete** link associated with the row that needs to be deleted.

| | | | | | |
|----------------------|------------------------|------------------------------|---|---------------|--|
| DAWEB | | | Page Safety Tools | | |
| 5974 | 5812019011 | 150.00 | Edit Delete | | |
| 5975 | 5806007006 | 150.00 | Edit Delete | | |
| 5976 | 5812011027 | 150.00 | Edit Delete | | |
| 5977 | 5816005009 | 150.00 | Edit Delete | | |
| 5978 | 5817030035 | 150.00 | Edit Delete | | |
| 5979 | 5821012001 | 150.00 | Edit Delete | | |
| 5980 | 5815013058 | 150.00 | Edit Delete | | |
| 5981 | 5811016032 | 150.00 | Edit Delete | | |
| 5982 | 5864022013 | 150.00 | Edit Delete | | |
| 5983 | 5817030025 | 150.00 | Edit Delete | | |
| 5984 | 5864006023 | 150.00 | Edit Delete | | |
| 5985 | 5812017005 | 150.00 | Edit Delete | | |
| 5986 | 5822004004 | 150.00 | Edit Delete | | |
| 5987 | 5814013010 | 150.00 | Edit Delete | | |
| 5988 | 5806017704 | 150.00 | Edit Delete | | |
| 5991 | 8777777777 | 150.00 | Edit | <u>Delete</u> | |
| Grand Total | Total TXN CNT 5,988 | Total Amount \$898,200.00 | | | |
| Records per page: 50 | | | Add New - Records: 5951 - 5988 of 5988 - Pages: 116 117 118 119 120 | | |

5R. When the pop-up message appears, **click OK** to delete or **Cancel** to keep the record.

The screenshot shows the DAWeb Auditor Controller interface. A table lists parcels with columns for ID, Parcel Number, Amount, and Actions (Edit | Delete). A modal dialog box titled "Message from webpage" is displayed in the center, asking "Are you sure you want to delete the parcel?" with "OK" and "Cancel" buttons. The table includes a summary row at the bottom: Grand Total, Total TXN CNT (5,988), and Total Amount (\$898,200.00). The footer shows "Records per page: 50" and "Records: 5951 - 5988 of 5988 - Pages: 116 | 117 | 118 | 119 | 120".

| ID | Parcel Number | Amount | Actions |
|-------------|------------------------|------------------------------|---------------|
| 5974 | 5812019011 | 150.00 | Edit Delete |
| 5975 | 5806007006 | 150.00 | Edit Delete |
| 5976 | 5812011027 | | Edit Delete |
| 5977 | 5816005009 | | Edit Delete |
| 5978 | 5817030035 | | Edit Delete |
| 5979 | 5821012001 | | Edit Delete |
| 5980 | 5815013058 | | Edit Delete |
| 5981 | 5811016032 | | Edit Delete |
| 5982 | 5864022013 | | Edit Delete |
| 5983 | 5817030025 | 150.00 | Edit Delete |
| 5984 | 5864006023 | 150.00 | Edit Delete |
| 5985 | 5812017005 | 150.00 | Edit Delete |
| 5986 | 5822004004 | 150.00 | Edit Delete |
| 5987 | 5814013010 | 150.00 | Edit Delete |
| 5988 | 5806017704 | 150.00 | Edit Delete |
| 5991 | 8777777777 | 150.00 | Edit Delete |
| Grand Total | Total TXN CNT 5,988 | Total Amount \$898,200.00 | |

5S. After all of the errors are fixed, new parcels added and old parcels deleted, **click the action drop-down menu** and **select Go Back to Inbox/Check In** to bring you back to the Inbox and automatically check in the file. **Clicking** on the **Inbox** tab will also take you back to the Inbox, but the file will remain checked out. The file can be manually checked in from the Inbox.

The screenshot shows the DAWeb Auditor Controller interface. The "Inbox" tab is highlighted in the top navigation bar. The "Edit DA File" form is displayed, showing fields for Fiscal Year (2013), Agency Number (999.99), File Type (Direct Assessment File), File Name (DA_2013_99999.xls), and Remark. The "Action" dropdown menu is open, showing options: [Select One], [Select One], Go Back to Inbox/Check In (highlighted with a red box and a red arrow), Delete, and Reset. The top navigation bar includes "Options | Log Out | Help" and "Welcome, Agency User".

DAWeb Auditor Controller v 2.2.2.4

Options | Log Out | Help

Welcome, Agency User

Inbox Upload File Document Management Upload Document

Edit DA File

Action: [Select One] (dropdown menu open showing: [Select One], **Go Back to Inbox/Check In**, Delete, Reset)

Fiscal Year: 2013

Agency Number: 999.99

File Type: Direct Assessment File

File Name: DA_2013_99999.xls

Remark: [Text Field]

5T. If **Valid = 'yes'** then proceed to the next step. In addition, the Parcel Change Report and Data Transmittal can be accessed. If **Valid = 'no'** then **repeat steps 5A to 5S**.



DAWeb Auditor Controller v2.2.2.4
Options | Log Out | Help
Welcome, Agency User

Inbox | Upload File | Document Management | Upload Document

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel | Submit | Refresh

Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|--------------|-------|------------------|-------------|------|--|----------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

5U. Click the **PCL CHG RPT** link under the **Report** column to view the Parcel Change Report.



DAWeb Auditor Controller v2.2.2.4
Options | Log Out | Help
Welcome, Agency User

Inbox | Upload File | Document Management | Upload Document

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel | Submit | Refresh

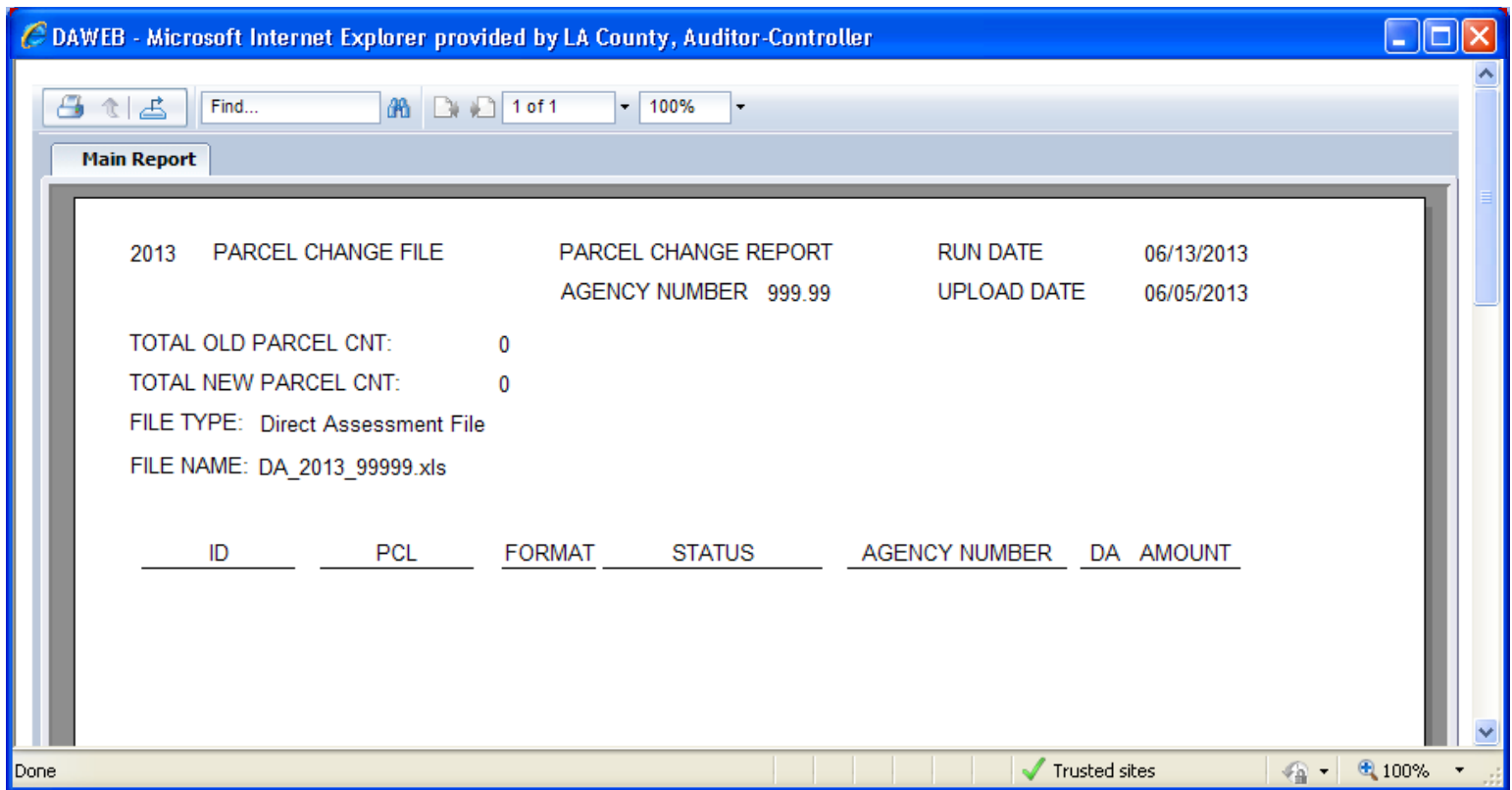
Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|--------------|-------|------------------|-------------|------|--|----------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

5V. Blank Parcel Change Report means that there are no parcel changes for the selected file.



NOTE: Print or Export (refer to P. 15) the **Parcel Change Report** if it is not blank and proceed with the following options:

| | |
|--|---|
| • Delete the current file from the Inbox and re-upload new file with parcel changes included in the file | Go to Create the Excel Input Data File (P. 19) or Create the Text Input Data File (P. 28) |
| • Add new parcels and delete old parcels in Edit mode | Go to Correct the Data File in Edit Mode (P. 53) |
| • Complete Upload Original DA File process AND | Go to Upload Correction File and Correction Data Transmittal (P. 87) |
| • Submit parcel changes as corrections | |

5W. Click the **Data Transmittal** link under the **Report** column to view the document and verify the Total Parcel Count and DA Amount.



5X. The **Data Transmittal** displays the **File Type, Agency Account Number, Bill Description, Total Assessment Amount and Total Parcel Count** that will be submitted to the Auditor for **STR Update**. If the Data Transmittal does not match your expected totals, then the input file should be reviewed to make sure all parcels are assessed properly. Re-upload a corrected file or make corrections to the existing file in '**Correct the Data File in Edit Mode**' section (P. 53).

Perform the following steps if the information on the Data Transmittal meets your approval:

- **Print** the document, **sign** and **date**, **fill in all blanks**, **scan** the document as .PDF format and **upload** the signed document to DAWeb (refer to '**Upload Legal Documents**' section (P.74)).

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: June 18, 2013

TO: Department of Auditor-Controller
Property Tax Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

| | |
|--------------------------|------------------------|
| FILE TYPE: | Direct Assessment File |
| AGENCY ACCOUNT NUMBER: | 999.99 |
| BILL DESCRIPTION: | LA County test account |
| TOTAL ASSESSMENT AMOUNT: | \$898,050.00 |
| TOTAL PARCEL COUNT: | 5,987 |

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2013-2014 Secured Tax Roll (STR).

Authorized By: _____
Signature Date Signed

Name and Title: _____

If there are any problems relating to the data provided, please call:

Name and Title: _____

Phone Number: _____

If there are any exceptions to the input, please call or fax:

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Done Unknown Zone | Protected Mode: Off

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file. Proceed to the next section: **'Upload Legal Documents'** section (P.74).



DAWeb

Auditor Controller
v2.2.2.4
Options | Log Out | Help
Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Inbox

Open Search Panel
Submit
Refresh

Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|--------------|-------|---|-------------|------|--|----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes |  | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100
Records: 1 - 2 of 2 - Pages: 1

UPLOAD LEGAL DOCUMENTS

6A. To begin this process, legal documents must be scanned and/or saved as .PDF format and saved onto your computer. **DAWeb only accepts .PDF format.**

NOTE: Uploading Documents can be done before or after a file is uploaded; however, agency information will not appear in the Inbox until a data file for the respective agency number has been uploaded. All documents will appear on the Document Management page, which will be covered in the 'Check the status of Legal Documents' section (P. 100).

6B. To upload legal documents, click the Upload Document tab.

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management **Upload Document**

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Records: 1 - 2 of 2 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|--------------|-------|------------------|-------------|------|--|----------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | WORK IN PROGRESS | 06/05/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | WORK IN PROGRESS | 04/18/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

6C. Click on the drop down box under Select document type: and select the document type that you want to upload. For this example, Billing Agreement will be selected.

DAWeb Auditor Controller v2.2.2.4 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management Upload Document

Upload Document

1. Select document type:

[Select One] ↑

[Select One]

Billing Agreement

Resolution/Ordinance

Agency Information Sheet

Data Transmittal

Engineer's / Misc. Report [Supporting doc]

6D. Once the document type is selected, **steps 2 to 3** will appear on the Upload Document page. Perform the following steps:

- Under **step 2**, click on agency number(s) to upload from the list of agency numbers.

NOTE: Selecting multiple accounts only works for **Billing Agreement, Resolution/Ordinance and Engineer's/Miscellaneous document types**. To select multiple agency numbers, click on each agency number while holding down the Control (CTRL) button on the keyboard. To deselect the group, click on any agency number without holding down the Control (CTRL) button.

- Under **step 3**, click the **Validate** button to validate the agency number(s).



DAWeb Auditor Controller v 2.2.2.4 Welcome, Agency User

Options | Log Out | Help

Inbox Upload File Document Management Upload Document

Upload Document

1. Select document type:

Billing Agreement

2. Select agency number to upload:

| | | | | | |
|----------|----------|----------|----------|--------|----------|
| 444.44 | 555.55 | 666.66 | 777.77 | 888.88 | > 999.90 |
| > 999.95 | > 999.97 | > 999.98 | > 999.99 | | |

3. Validate selected agency number

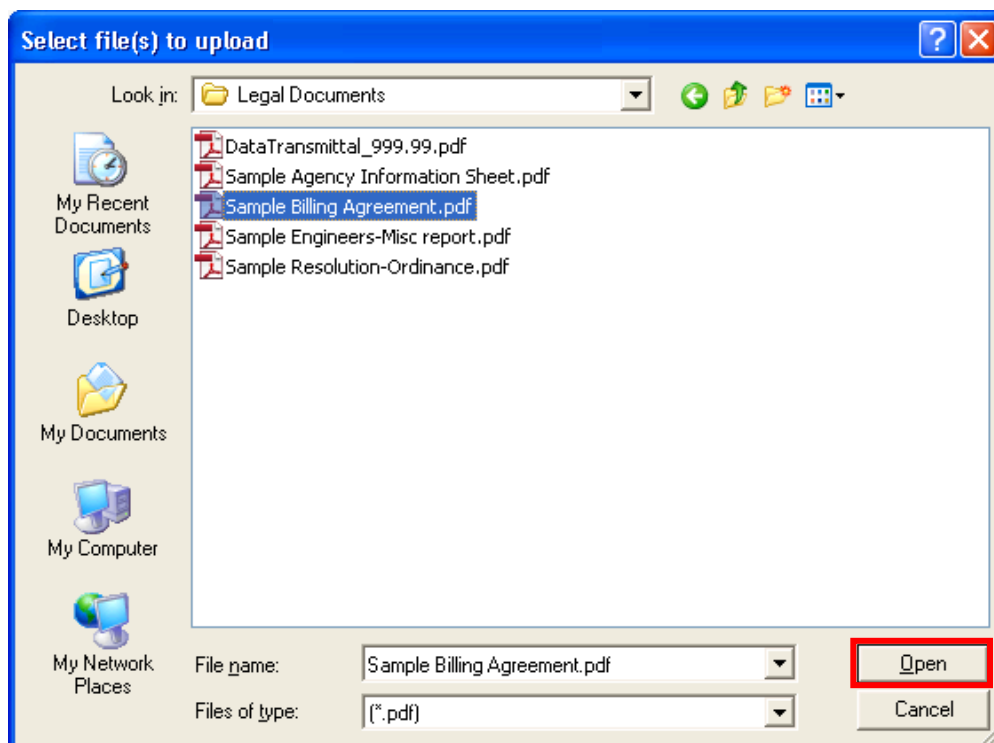
Validate

6E. Under **step 4**, click the **Browse** button to upload the document.


The screenshot shows a web interface for uploading a document. At the top, there are four tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload Document' tab is active. Below the tabs, the title 'Upload Document' is displayed. The interface is divided into five steps:

- 1. Select document type:** A dropdown menu shows 'Billing Agreement'.
- 2. Select agency number to upload:** A row of buttons contains agency numbers: 444.44, 555.55, 666.66, 777.77, 888.88, and a button with '> 999.90'. Below these are more buttons: '> 999.95', '> 999.97', '> 999.98', and '> 999.99'.
- 3. Validate selected agency number:** A 'Validate' button.
- 4. Select Document to upload: PDF Format Only**: A text box shows '[no files selected]' and a 'Browse' button is highlighted with a red rectangle.
- 5. Press upload:** 'Upload' and 'Reset' buttons. A note below says: '(Note: Press on Reset to choose a new agency number and file type)'.

6F. Select a .PDF document to upload and click the **Open** button or double click on that document.
Documents must be in .PDF format.



6G. Under **step 5**, click the **Upload** button to upload the document to DAWeb.



DAWeb

Auditor Controller

Options | Log Out | Help

v2.2.2.4 Welcome, Agency User

[Inbox](#)[Upload File](#)[Document Management](#)[Upload Document](#)

Upload Document

1. Select document type:

Billing Agreement

2. Select agency number to upload:

444.44

555.55

666.66

777.77

888.88

> 999.90

> 999.95

> 999.97

> 999.98

> 999.99

3. Validate selected agency number

Validate

4. Select Document to upload: PDF Format Only

✕ Sample Billing Agreement.pdf

Browse

523.16kB

5. Press upload:
(Note: Press on Reset to choose a new agency number and file type)

Upload

Reset

- 6H. A message will display at the bottom of the page that the file was successfully uploaded. To continue uploading documents, click the **Reset** button and repeat **steps 6D to 6G**.



DAWeb

Auditor Controller

Options | Log Out | Help

v2.2.2.4 Welcome, Agency User

[Inbox](#)[Upload File](#)[Document Management](#)[Upload Document](#)

Upload Document

1. Select document type:

Billing Agreement

2. Select agency number to upload:

| | | | | | |
|----------|----------|----------|----------|--------|----------|
| 444.44 | 555.55 | 666.66 | 777.77 | 888.88 | > 999.90 |
| > 999.95 | > 999.97 | > 999.98 | > 999.99 | | |

3. Validate selected agency number

Validate

4. Select Document to upload: **PDF Format Only**

[no files selected] Browse

5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)

Upload Reset

Successfully uploaded file:
Sample Billing Agreement.pdf

61. In this example, the document type is **Resolution/Ordinance** and only one agency number is selected. **To select multiple agency numbers**, click on each agency number while holding down the Control (CTRL) button on the keyboard.

NOTE: Selecting multiple accounts only works for **Billing Agreement**, **Resolution/Ordinance** and **Engineer's/Misc report** document type. To deselect the group of selected agency numbers, click on any agency number without holding down the Control (CTRL) button.



DAWeb

Auditor Controller

Options | Log Out | Help

v 2.2.2.4 Welcome, Agency User

[Inbox](#)[Upload File](#)[Document Management](#)[Upload Document](#)

Upload Document

1. Select document type:

Resolution/Ordinance

2. Select agency number to upload:

444.44

555.55

666.66

777.77

888.88

> 999.90

> 999.95

> 999.97

> 999.98

> 999.99

3. Validate selected agency number

Validate

4. Select Document to upload: **PDF Format Only**

✖ [one file selected]

212.93kB

Browse

5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)

Upload

Reset

Successfully uploaded file:
Sample Resolution-Ordinance.pdf

- 6J. In this example, **Agency Information Sheet** is selected. **Only one agency number can be selected per upload** since each agency number must have its own Agency Information Sheet.



DAWeb

Auditor Controller

Options | Log Out | Help

v 2.2.2.4 Welcome, Agency User

[Inbox](#)[Upload File](#)[Document Management](#)[Upload Document](#)

Upload Document

1. Select document type:

Agency Information Sheet

2. Select agency number to upload:

| | | | | | |
|--------|--------|--------|----------|--------|--------|
| 444.44 | 555.55 | 666.66 | 777.77 | 888.88 | 999.90 |
| 999.95 | 999.97 | 999.98 | > 999.99 | | |

3. Validate selected agency number

Validate

4. Select Document to upload: **PDF Format Only**

✕ Sample Agency Information Sheet.pdf

173.67kB

Browse

5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)


Upload

Reset

Successfully uploaded file:
Sample Agency Information Sheet.pdf

6K. A file must be uploaded and valid before uploading the Data Transmittal for the following reasons:

- Data Transmittal document can only be generated after the file has been uploaded and valid.
- The specific Data Transmittal has to be linked to the co-responding agency number and file type.



DAWeb

Options | Log Out | Help

Auditor Controller v2.2.2.4 Welcome, Agency User

[Inbox](#)[Upload File](#)[Document Management](#)[Upload Document](#)

Upload Document

1. Select document type:

Data Transmittal

↓

2. Select agency number and file type to upload:

| Fiscal Year | Agency # | File Type |
|-------------|----------|-----------|
| > 2013 | 999.99 | DA |
| 2013 | 999.99 | PU |

3. Validate selected agency number and file type

Validate

4. Select Document to upload: PDF Format Only

✕ DataTransmittal_999.99_DA.pdf

Browse

37.68kB

5. Press upload:


(Note: Press on Reset to choose a new agency number and file type)

Upload

Reset

Successfully uploaded file:
DataTransmittal_999.99_DA.pdf

- 6L. The **Engineer's/Miscellaneous report** is a supporting document that provides additional information to the Auditor. **It is not a required legal document to submit your file. However, agencies will need to upload an Engineer's/Miscellaneous report if the Resolution/Ordinance does not clearly state how the amounts being billed are derived.**



DAWeb

Auditor Controller


Options | Log Out | Help

v 2.2.2.4 Welcome, Agency User

[Inbox](#)[Upload File](#)[Document Management](#)[Upload Document](#)

Upload Document

1. Select document type:

Engineer's / Misc. Report [Supporting doc] 

2. Select agency number to upload:

444.44

555.55

666.66

777.77

888.88

> 999.90

> 999.95

> 999.97


> 999.98

> 999.99

3. Validate selected agency number

Validate

4. Select Document to upload: **PDF Format Only**

 Sample Engineers-Misc report.pdf

Browse

212.93kB

5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)

Upload

Reset

Successfully uploaded file:
Sample Engineers-Misc report.pdf

6M. Click the **Inbox** tab to go back to the Inbox.

Inbox

Upload File

Document Management

Upload Document

Upload Document

1. Select document type:

Engineer's / Misc. Report [Supporting doc] ↓

2. Select agency number to upload:

444.44

555.55

666.66

777.77

888.88

> 999.90

> 999.95

> 999.97

> 999.98

> 999.99

3. Validate selected agency number

Validate

6N. If the file(s) are valid and the document counter under the Docs column is equal to '4', then check the checkbox and click the **Submit** button. Multiple files can be checked and submitted simultaneously.

NOTE: The Inbox only shows agency number 999.99 even though other agencies numbers were selected in the upload document page. **Agency information will not appear in the Inbox until a data file for the respective agency number has been uploaded. All documents will appear on the Document Management page, which will be covered in the 'Check Legal Documents' section (P. 100).**

Also, The Engineer's/Miscellaneous report is not included in the counter since it is not a required legal document.



DAWeb

Auditor Controller

Options | Log Out | Help

v2.2.2.4

Welcome, Agency User

Inbox

Upload File

Document Management

Upload Document

Inbox

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel

Submit

Refresh

Records: 1 - 2 of 2 - Pages: 1

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|-------------------------------------|----------|-----------|-----------|--------------|--------------|--------|---|------------|--------|--|----------------------------|
| <input checked="" type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |
| <input checked="" type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes |  | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check In Delete |

Records per page: 100

Records: 1 - 2 of 2 - Pages: 1

60. Press **OK** to submit or **Cancel** to cancel the submission.

The screenshot shows the DAWeb Auditor Controller interface. A yellow confirmation dialog box is centered on the screen, asking: "Are you sure you want to submit the following file(s)?" with the list "999.99 DA" and "999.99 PU". Below the text are "Ok" and "Cancel" buttons. In the background, the "Inbox" section is visible with a table of files. A red note at the top of the inbox states: "NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file".

| Fiscal Year | Agency # | File Type |
|-------------|----------|-----------|
| 2013 | 999.99 | DA |
| 2013 | 999.99 | PU |

6P. A pop-up message states 'File(s) submitted', the status icons changed to 'Pending Review' and the links under the Action column have been disabled. Submitted files cannot be edited, checked out or deleted while under review. Contact the Auditor if you notice that the file needs to be edited or deleted and they will reject the file back to you.

The screenshot shows the DAWeb Auditor Controller interface after submission. A yellow message box at the top left of the inbox area says "File(s) submitted". The table below shows two files, both with a "PENDING REVIEW" status icon. The "Action" column links are disabled. A red note at the top of the inbox states: "NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file".

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|-------------|----------|-----------|-----------|--------------|-------|----------------|-------------|------|--|-----------------------|
| 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | PENDING REVIEW | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | PENDING REVIEW | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

6Q. Auditor staff will review the submitted file(s) and uploaded documents. If everything is approved the file will be submitted into the Wednesday or Saturday STR Updates. If there is anything wrong with the file and/or legal documents then the Auditor staff will reject the file and/or documents back to the Agency for editing.

NOTE: Log onto DAWeb to check the **status of your Agency data file(s)**.

- **Work in Progress** – Agency is working on the file before it is submitted to the Auditor.

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|--------------------------|----------|-----------|-----------|--------------|--------------|--------|---|------------|--------|--|-----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

- **Pending Review** – User submitted agency file to Auditor and waiting for Auditor staff to review.

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|--------------------------|----------|-----------|-----------|--------------|--------------|--------|---|------------|--------|--|-----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

- **Pending Approval** – Auditor staff reviewed and submitted agency file to Auditor supervisor for approval.

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|--------------|-------|---|-------------|------|--|-----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

- **Auditor Rejected File Back to Agency** – A red flag with status of 'Work in Progress' indicates that Auditor staff or supervisor rejected the file back to the Agency Inbox. Click the **Edit** link to read the Auditor comments inside the **Remark box**.
 - This action cannot be done after the Supervisor approves the file.
 - Any corrections after the Supervisor approves the file must be sent in as a correction (COR) file

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|--------------------------|----------|-----------|-----------|--------------|--------------|--------|---|------------|--------|--|---|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |


- **Supervisor Approved** – Auditor supervisor approved and submitted agency file to Batching.

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|--------------------------|----------|-----------|-----------|--------------|--------------|--------|---|------------|--------|--|-----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

- **Batched** – The approved agency file has been processed/formatted and is ready to be batched into a Mainframe file for STR processing.

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|--------------------------|----------|-----------|-----------|--------------|--------------|--------|---|------------|--------|--|-----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

- **Sent to Mainframe** – The agency file has been sent to the Mainframe and will be processed in the STR Update.

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|--------------------------|----------|-----------|-----------|--------------|--------------|--------|---|------------|--------|--|-----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes |  | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

NOTE: Click the **Refresh** button periodically to update the **Status** and **Docs** columns. The Status and Docs columns will not update if you are in the Inbox while the Auditor is updating the status of your files and/or documents.



DAWeb

Auditor Controller
v2.2.2.4
Options | Log Out | Help
Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Inbox

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel
Submit
Refresh

| Records: 1 - 2 of 2 - Pages: 1 | | | | | | | | | | | |
|--------------------------------|-------------|----------|-----------|-----------|--------------|-------|----------------|-------------|------|--|-----------------------------|
| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | PENDING REVIEW | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | PENDING REVIEW | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

Records per page: 100
Records: 1 - 2 of 2 - Pages: 1

UPLOAD CORRECTION FILE AND CORRECTION DATA TRANSMITTAL

IMPORTANT MESSAGE: Only current year corrections may be submitted during this period. The last Thursday in August is the last date to submit corrections without getting charged **\$13 per parcel**. Only one correction file per Agency number should be submitted before each Wednesday and Saturday STR Update.

7A. To upload a correction (COR) file, click the **Upload File** tab.

NOTE: The Inbox below already contains one COR file (COR v1) to show you what happens when multiple COR files are submitted for the same agency number.

Inbox

Upload File

Document Management

Upload Document

Inbox

NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel

Submit

Refresh

Records: 1 - 3 of 3 - Pages: 1

| Fiscal Year | Agency # | File Type | TXIN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action | |
|--------------------------|----------|-----------|------------|--------------|--------------|--------|-------------|------------|--------|--|-----------------------------|
| <input type="checkbox"/> | 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

Records per page: 100

Records: 1 - 3 of 3 - Pages: 1

7B. Perform the following upload steps:

1. **Select the type of file** (Correction File) to upload.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Validate** button.

| Inbox | Upload File | Document Management | Upload Document |
|--|-------------|---------------------|-----------------|
| Upload File | | | |
| 1. Select File Type: | | | |
| <input type="radio"/> Direct Assessment File | | | |
| <input type="radio"/> Public Utility File | | | |
| <input checked="" type="radio"/> Correction File | | | |
| 2. Enter agency number to upload: | | | |
| <input type="text" value="999.99"/> | | | |
| Must be 5 digits and in 2 decimal format (xxxx.xx) | | | |
| 3. Validate agency number: | | | |
| <input type="button" value="Validate"/> | | | |

7C. Click the **Browse** button in step 4, select a correction file to upload and click the **Open** button.

The screenshot shows a Windows file explorer window titled '2013 Test files' on the left. The file list contains several files, with 'COR_2013_99999.xlsx' and 'COR_2013_99999v2.xlsx' highlighted by a red box. At the bottom right of the file explorer, the 'Open' button is also highlighted by a red box. To the right of the file explorer is a web application interface. It has a top navigation bar with 'Options | Log Out | Help' and a version indicator 'v 2.2.2.4'. Below this is a 'Welcome, Agency User' message and a large 'Upload Document' button.

4. Select File to upload:

[one file selected] Browse

10.77kB

5. Press upload:
(Note: Press on Reset to choose a new file type and agency number)

Upload Reset

7D. Click the **Upload** button after the file has been selected.

The screenshot shows the 'Upload File' section of a web application. The top navigation bar includes 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The main heading is 'Upload File'. Below it, there are five steps:

- 1. Select File Type:** Three radio buttons are present: 'Direct Assessment File', 'Public Utility File', and 'Correction File'. The 'Correction File' option is selected.
- 2. Enter agency number to upload:** A text input field contains '999.99'. Below it, a note states: 'Must be 5 digits and in 2 decimal format (xxx.xx)'.
- 3. Validate agency number:** A 'Validate' button is present.
- 4. Select File to upload:** A file selection area shows 'COR_2013_99999v2.xlsx' selected, with a 'Browse' button to its right. Below the file name, the size '10.77kB' is displayed.
- 5. Press upload:** A note says: '(Note: Press on Reset to choose a new file type and agency number)'. Below this, there are 'Upload' and 'Reset' buttons. The 'Upload' button is highlighted with a red box.

7E. A **message** will pop up under the Upload button after the file loaded successfully. To view the uploaded file(s), click the **Inbox** tab.

WARNING: Only one correction file per Agency number should be submitted before each Wednesday and Saturday STR Update.

The screenshot displays the DAWeb Auditor Controller interface. At the top, there is a header bar with the County of Los Angeles seal, the DAWeb logo, the title "Auditor Controller", the version "v 2.2.2.4", and a user greeting "Welcome, Agency User". Below the header is a navigation bar with tabs: "Inbox" (highlighted with a red box), "Upload File", "Document Management", and "Upload Document".

The main content area is titled "Upload File" and contains the following steps:

- 1. Select File Type:** Three radio buttons are present: "Direct Assessment File", "Public Utility File", and "Correction File" (which is selected).
- 2. Enter agency number to upload:** A text input field contains "999.99". Below it, a note states: "Must be 5 digits and in 2 decimal format (xxx.xx)".
- 3. Validate agency number:** A "Validate" button is present.
- 4. Select File to upload:** A file selection area shows "[no files selected]" and a "Browse" button.
- 5. Press upload:** A note says "(Note: Press on Reset to choose a new file type and agency number)". Below are "Upload" and "Reset" buttons.

At the bottom left, a red-bordered box displays the message: "Successfully uploaded files: COR_2013_99999v2.xlsx".

7F. The example below shows the Inbox with the **Fiscal Year (2013)**, **Agency number**, **File Type (COR v2)** and **Status (Work in Progress)** and **Docs** counter is '3'. The File Type version for each additional correction file will increment by 1. Proceed to the next step if Valid = 'yes'. If Valid = 'no,' then proceed to 'Correct the Data File in Edit Mode' section (P. 53)

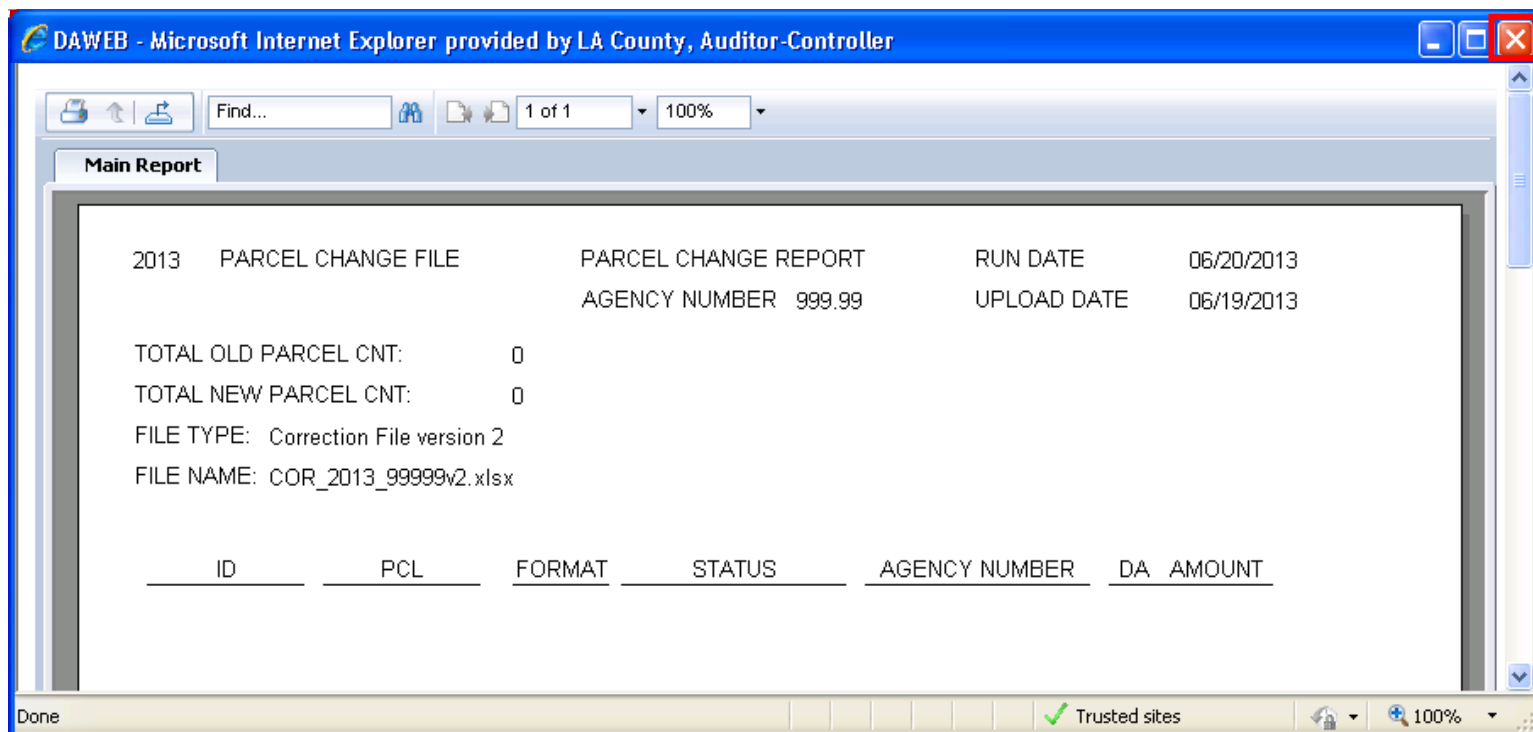
NOTE: The **Billing Agreement**, **Resolution/Ordinance**, **Agency Information Sheet** and **Engineer's/Miscellaneous report** documents do not need to be re-uploaded since they were already uploaded to the original D.A. or P.U. files. These documents will be automatically linked to the COR files.

| Inbox Upload File Document Management Upload Document | | | | | | | | | | |
|--|-------------|----------|-----------|-----------|--------------|-------|-------------------|-------------|------|--|
| Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file | | | | | | | | | | |
| <input type="button" value="Open Search Panel"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/> | | | | | | | | | | |
| Records: 1 - 4 of 4 - Pages: 1 | | | | | | | | | | |
| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report |
| <input type="checkbox"/> | 2013 | 999.99 | COR v2 | 7 | \$1,150.00 | yes | WORK IN PROGRESS | 06/19/2013 | 3 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="checkbox"/> | 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | SENT TO MAINFRAME | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | SENT TO MAINFRAME | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | SENT TO MAINFRAME | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="button" value="Edit"/> <input type="button" value="Check Out"/> <input type="button" value="Delete"/> | | | | | | | | | | |

7G. Click the **PCL CHG RPT** link under **Report** to retrieve the Parcel Change Report.

|  DAWeb Auditor Controller v2.2.2.4 Options Log Out Help Welcome, Agency User | | | | | | | | | | |
|--|-------------|----------|-----------|-----------|--------------|-------|-------------------|-------------|------|--|
| Inbox Upload File Document Management Upload Document | | | | | | | | | | |
| Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file | | | | | | | | | | |
| <input type="button" value="Open Search Panel"/> <input type="button" value="Submit"/> <input type="button" value="Refresh"/> | | | | | | | | | | |
| Records: 1 - 4 of 4 - Pages: 1 | | | | | | | | | | |
| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report |
| <input type="checkbox"/> | 2013 | 999.99 | COR v2 | 7 | \$1,150.00 | yes | WORK IN PROGRESS | 06/19/2013 | 3 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="checkbox"/> | 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | SENT TO MAINFRAME | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | SENT TO MAINFRAME | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | SENT TO MAINFRAME | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report |
| <input type="button" value="Edit"/> <input type="button" value="Check Out"/> <input type="button" value="Delete"/> | | | | | | | | | | |
| Records per page: 100 | | | | | | | | | | |
| Records: 1 - 4 of 4 - Pages: 1 | | | | | | | | | | |

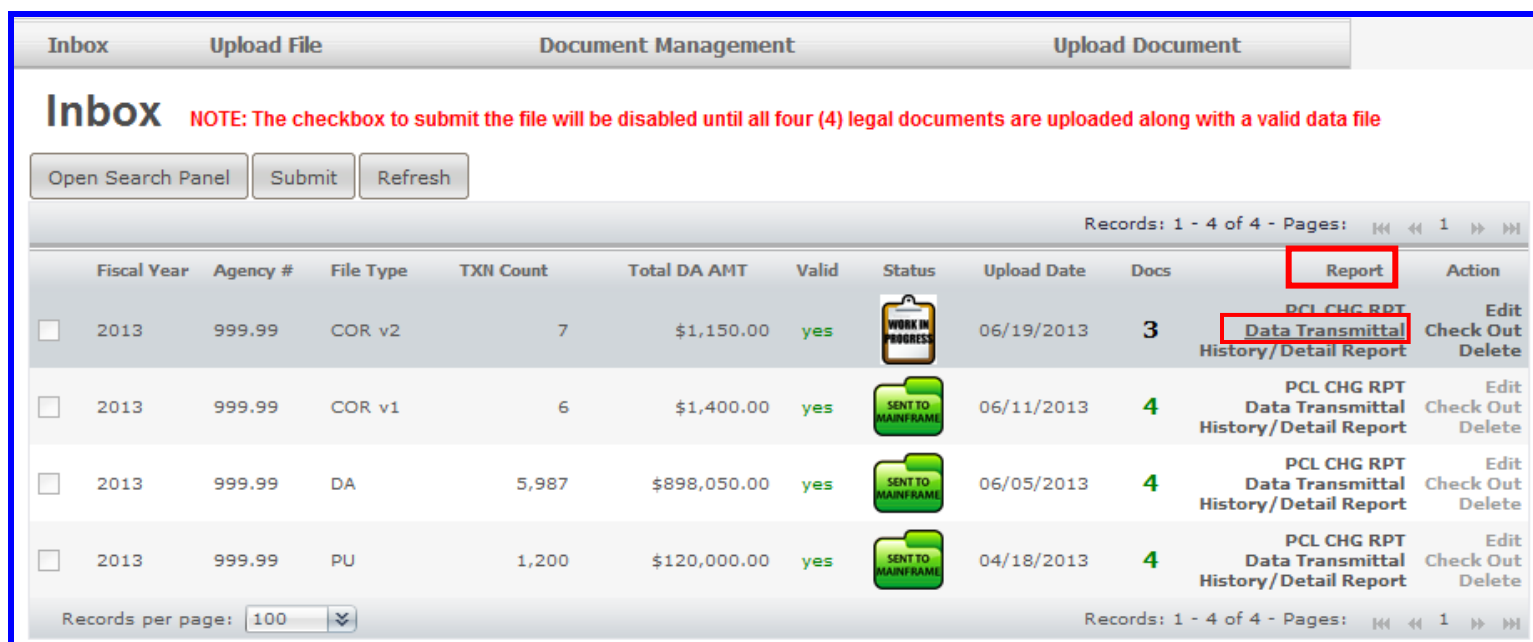
7H. A blank Parcel Change Report means that there are no parcel changes for the respective agency. Click the 'X' to close the report window and proceed to the next step.



NOTE: Print or Export (refer to P. 15) the **Parcel Change Report** if it is not blank and proceed with the following options:

| | |
|--|---|
| • Delete the current file from the Inbox and re-upload new file with parcel changes included in the file | Go to Create the Excel Input Data File (P. 19) or Create the Text Input Data File (P. 28) |
| • Add new parcels and delete old parcels in Edit mode | Go to Correct the Data File in Edit Mode (P. 53) |
| • Complete Upload Original DA File process AND | Go to Upload Correction File and Correction Data Transmittal (P. 87) |
| • Submit parcel changes as corrections | |

7I. Click the **Data Transmittal** link under **Report** to verify the Total Parcel Count and DA Amount.



7J. The **Data Transmittal** displays the **File Type, Agency Account Number, Bill Description, Total Assessment Amount and Total Parcel Count** that will be submitted to the Auditor for **STR Update**. If the Data Transmittal does not match your expected totals then the input file should be reviewed to make sure all parcels are assessed properly and re-upload a corrected file or make corrections to the existing file (see **Correct the Data File in Edit Mode** section, **P. 53**).

Perform the following steps if the information on the Data Transmittal meets your approval:

- **Print** the document, **sign and date**, **fill in all blanks**, **scan** the document as .PDF format and **upload** the signed document to DAWeb.

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: June 20, 2013

TO: Department of Auditor-Controller
Property Tax Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

| | |
|--------------------------|---------------------------|
| FILE TYPE: | Correction File version 2 |
| AGENCY ACCOUNT NUMBER: | 999.99 |
| BILL DESCRIPTION: | LA County test account |
| TOTAL ASSESSMENT AMOUNT: | \$1,150.00 |
| TOTAL PARCEL COUNT: | 7 |

This is to certify that the Total Assessment Amount and Total Parcel Count for our Agency Account Number listed above is correct and that we are authorized to add this Direct Assessment amount onto the Fiscal Year 2013-2014 Secured Tax Roll (STR).

Authorized By: _____
Signature Date Signed

Name and Title: _____

If there are any problems relating to the data provided, please call:

Name and Title: _____

Phone Number: _____

If there are any exceptions to the input, please call or fax:

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Done Unknown Zone | Protected Mode: Off

7K. To upload the Data Transmittal, click the **Upload Document** tab.

The screenshot shows the DAWeb Auditor Controller interface. The top navigation bar includes the County of Los Angeles logo, the DAWeb logo, the title "Auditor Controller", the version "v2.2.2.4", and links for "Options", "Log Out", and "Help". Below this is a secondary navigation bar with tabs: "Inbox", "Upload File", "Document Management", and "Upload Document". The "Upload Document" tab is highlighted with a red border. The main content area is titled "Inbox" and contains a note: "NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file". Below the note are buttons for "Open Search Panel", "Submit", and "Refresh". A table displays a list of documents with columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table contains four rows of data, each with a checkbox in the first column. The "Status" column shows icons: "WORK IN PROGRESS" for the first row and "SENT TO MAINFRAME" for the others. The "Action" column includes links for "Edit", "Check Out", and "Delete".

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|--------------|-------|-------------------|-------------|------|--|-----------------------|
| <input type="checkbox"/> | 2013 | 999.99 | COR v2 | 7 | \$1,150.00 | yes | WORK IN PROGRESS | 06/19/2013 | 3 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | SENT TO MAINFRAME | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | SENT TO MAINFRAME | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | SENT TO MAINFRAME | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

7L. Under step 1, click the '**Select document type:**' drop down box and select **Data Transmittal**. Once the document type is selected, steps 2 to 3 will appear on the Upload Document page.

The screenshot shows the DAWeb Auditor Controller interface with the "Upload Document" tab selected. The main content area is titled "Upload Document". Below the title is a section labeled "1. Select document type:". This section contains a dropdown menu with the text "[Select One]" and an upward arrow. The dropdown menu is open, showing a list of options: "[Select One]", "Billing Agreement", "Resolution/Ordinance", "Agency Information Sheet", "Data Transmittal", and "Engineer's / Misc. Report [Supporting doc]". The "Data Transmittal" option is highlighted with a red border. The top navigation bar and secondary navigation bar are the same as in the previous screenshot.

7M. Perform the following steps:

- Under step 2, select the agency number and file type to upload.
- Under step 3, click the **Validate** button.

NOTE: Make sure that the agency number and file type on the Data Transmittal matches the agency number and file type you are selecting.

The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a green header bar with the County of Los Angeles seal on the left, the 'DAWeb' logo in the center, and 'Auditor Controller' on the right. To the right of the header are links for 'Options | Log Out | Help' and a version number 'v2.2.2.4' next to a welcome message 'Welcome, Agency User'.

Below the header is a navigation bar with four tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Upload Document' tab is selected.

The main content area is titled 'Upload Document'. It contains three steps:

- 1. Select document type:** A dropdown menu is shown with 'Data Transmittal' selected.
- 2. Select agency number and file type to upload:** A table is displayed with the following data:

| Fiscal Year | Agency # | File Type |
|-------------|----------|-----------|
| > 2013 | 999.99 | COR v2 |

The row containing '> 2013', '999.99', and 'COR v2' is highlighted with a red border.
- 3. Validate selected agency number and file type**: A button labeled 'Validate' is shown, also highlighted with a red border.

7N. Under **step 4**, click the **Browse** button, select a .PDF document to upload and click the **Open** button or double click the document selected. **Documents must be in .PDF format.**

Inbox

Upload File

Document Management

Upload Document

Select file(s) to upload

Look in: Legal Documents

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

DataTransmittal_999.99.pdf

DataTransmittal_999.99_CORV1.pdf

DataTransmittal_999.99_CORV2.pdf

Sample Agency Information Sheet.pdf

Sample Billing Agreement.pdf

Sample Engineers-Misc report.pdf

Sample Resolution-Ordinance.pdf

File name: DataTransmittal_999.99_CORV2.pdf

Files of type: (*.pdf)

Open

Cancel

3. Validate selected agency number and file type

Validate

4. Select Document to upload: PDF Format Only

[no files selected]

Browse


5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)

Upload

Reset

70. Under **step 5**, click the **Upload** button to upload the document to DAWeb.



DAWeb

Auditor Controller


Options | Log Out | Help

v 2.2.2.4 Welcome, Agency User

[Inbox](#) [Upload File](#) [Document Management](#) [Upload Document](#)

Upload Document

1. Select document type:



2. Select agency number and file type to upload:

| Fiscal Year | Agency # | File Type |
|-------------|----------|-----------|
| 2013 | 999.99 | COR v2 |

3. Validate selected agency number and file type


4. Select Document to upload: PDF Format Only

 DataTransmittal_999.99_CORV2.pdf

38.01kB

5. Press upload:
(Note: Press on Reset to choose a new agency number and file type)

- 7P. A message will display at the bottom of the page that the file was successfully uploaded. Click the **Inbox** tab to go back to the Inbox.



DAWeb

Auditor Controller

Options | Log Out | Help

v 2.2.2.4 Welcome, Agency User

Inbox Upload File Document Management Upload Document

Upload Document

1. Select document type:

Data Transmittal

2. Select agency number and file type to upload:

| Fiscal Year | Agency # | File Type |
|-------------|----------|-----------|
| 2013 | 999.99 | COR v2 |

3. Validate selected agency number and file type

Validate

4. Select Document to upload: PDF Format Only

[no files selected] Browse

5. Press upload:

(Note: Press on Reset to choose a new agency number and file type)

Upload Reset

Successfully uploaded file:
DataTransmittal_999.99_CORV2.pdf

7Q. If the file(s) are **Valid = 'yes'** and the document counter under the **Docs** column is equal to **'4'**, then check the checkbox and click the **Submit** button. Multiple files can be checked and submitted simultaneously.



DAWeb Auditor Controller v 2.2.2.4
Options | Log Out | Help
Welcome, Agency User

Inbox Upload File Document Management Upload Document

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

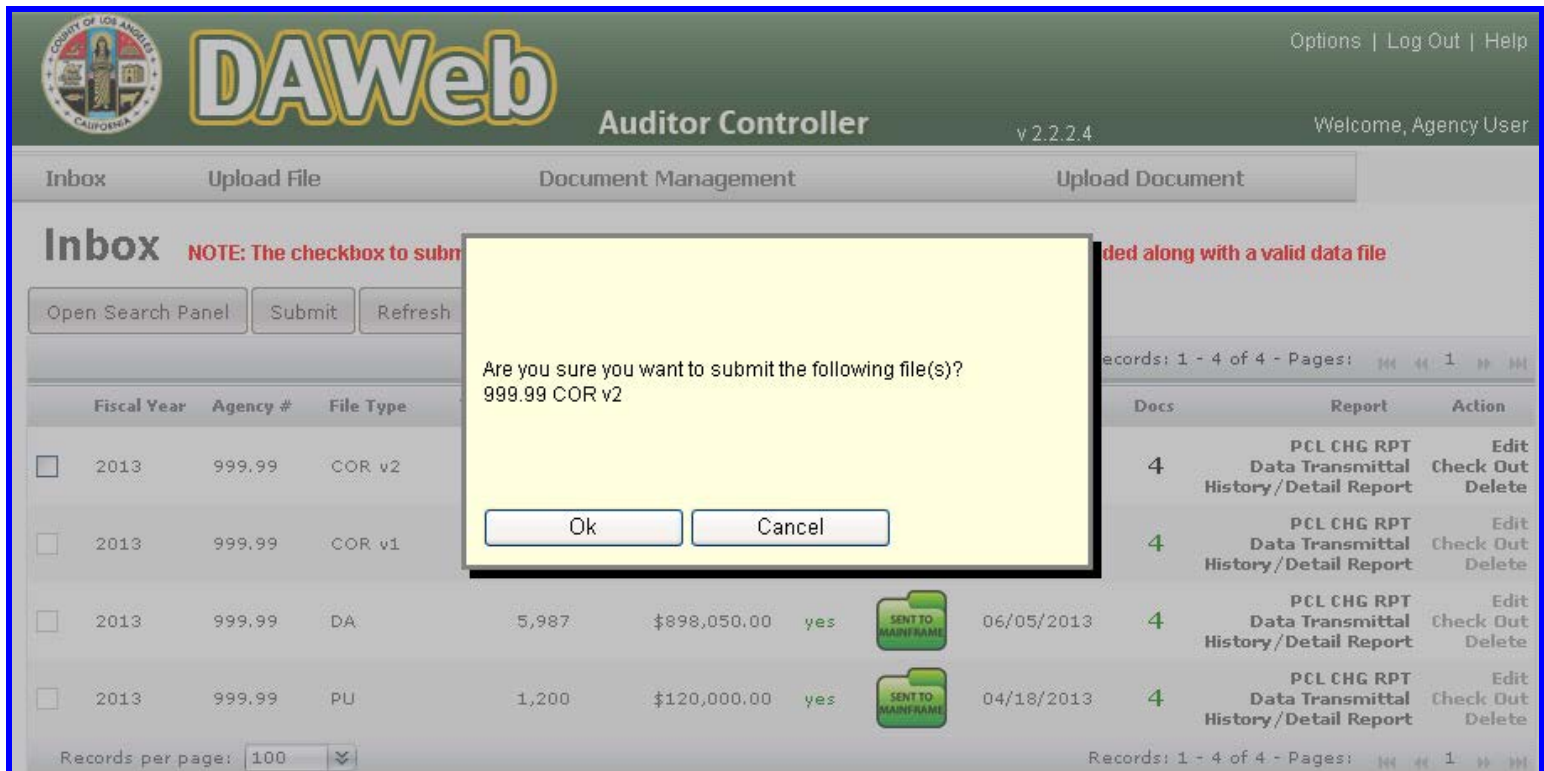
Open Search Panel **Submit** Refresh

Records: 1 - 4 of 4 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|-------------------------------------|-------------|----------|-----------|-----------|--------------|-------|-------------------|-------------|------|--|-----------------------|
| <input checked="" type="checkbox"/> | 2013 | 999.99 | COR v2 | 7 | \$1,150.00 | yes | WORK IN PROGRESS | 06/19/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | SENT TO MAINFRAME | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | SENT TO MAINFRAME | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | SENT TO MAINFRAME | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

Records per page: 100 Records: 1 - 4 of 4 - Pages: 1

7R. Press **OK** to submit or **Cancel** to cancel the submission.



DAWeb Auditor Controller v 2.2.2.4
Options | Log Out | Help
Welcome, Agency User

Inbox Upload File Document Management Upload Document

Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file

Open Search Panel Submit Refresh

Are you sure you want to submit the following file(s)?
999.99 COR v2

Ok Cancel

Records: 1 - 4 of 4 - Pages: 1

| | Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|--------------------------|-------------|----------|-----------|-----------|--------------|-------|-------------------|-------------|------|--|-----------------------|
| <input type="checkbox"/> | 2013 | 999.99 | COR v2 | 7 | \$1,150.00 | yes | WORK IN PROGRESS | 06/19/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | SENT TO MAINFRAME | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | SENT TO MAINFRAME | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> | 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | SENT TO MAINFRAME | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

Records per page: 100 Records: 1 - 4 of 4 - Pages: 1

- 7S. A pop-up **message** states '**File(s) submitted**', the status icon changed to '**Pending Review**' and the links under the Action column have been disabled. Submitted files cannot be edited, checked out or deleted while under review. Contact the Auditor if you notice that the file needs to be edited or deleted and they will reject the file back to you.



The screenshot shows the DAWeb Auditor Controller interface. At the top, there is a header with the County of Los Angeles logo, the 'DAWeb Auditor Controller' title, version 'v2.2.2.4', and user information 'Welcome, Agency User'. Below the header is a navigation bar with tabs: 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. The 'Inbox' tab is active, displaying a message: 'NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file'. Below the message are buttons for 'Open Search Panel', 'Submit', and 'Refresh'. A yellow pop-up box with a red border displays the text 'File(s) submitted'. Below this is a table with 11 columns: Fiscal Year, Agency #, File Type, TXN Count, Total DA AMT, Valid, Status, Upload Date, Docs, Report, and Action. The table contains four rows of data. The first row is highlighted, and its 'Status' column shows a 'PENDING REVIEW' icon, and its 'Action' column shows disabled links: 'Edit', 'Check Out', and 'Delete'. The other three rows show 'SENT TO MAINFRAME' icons and enabled links: 'Edit', 'Check Out', and 'Delete'. At the bottom of the table, there is a 'Records per page' dropdown set to '100' and a pagination bar showing 'Records: 1 - 4 of 4 - Pages: 1'.

| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
|-------------|----------|-----------|-----------|--------------|-------|-------------------|-------------|------|--|-------------------------|
| 2013 | 999.99 | COR v2 | 7 | \$1,150.00 | yes | PENDING REVIEW | 06/19/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit, Check Out, Delete |
| 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | SENT TO MAINFRAME | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit, Check Out, Delete |
| 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | SENT TO MAINFRAME | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit, Check Out, Delete |
| 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | SENT TO MAINFRAME | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit, Check Out, Delete |

- 7T. Auditor staff will review the submitted file(s) and will process into the STR Update if the Data Transmittal's count and amount match the file's count and amount. If there is anything wrong with the file or if the count and amount do not match, then the Auditor staff will reject the file back to the Agency for editing.

CHECK THE STATUS OF LEGAL DOCUMENTS

8A. Go to the **Inbox** to check on uploaded documents. Document management can also be used and will be explained in this section (**step 8D, P. 103**).

- The **Docs** column displays the number of documents uploaded for each agency number. The font color comes in **black**, **green** or **red**.
 - **Black** – the documents have been uploaded and are pending for Auditor review.
 - **Green** – all four documents have been approved.
 - **Red** – at least one document has been denied by the Auditor.

NOTE: Since the Inbox is file driven, it will not display documents uploaded if the files have not been uploaded. All documents are displayed on the Document Management page.

| <div> Inbox Upload File Document Management Upload Document </div> | | | | | | | | | | |
|---|----------|-----------|-----------|----------------|-------|-------------------|-------------|------|--|-----------------------|
| Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file | | | | | | | | | | |
| <div> Open Search Panel Submit Refresh </div> | | | | | | | | | | |
| <div> <div>Records: 1 - 7 of 7 - Pages: 1</div> </div> | | | | | | | | | | |
| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
| <input type="checkbox"/> 2013 | 888.88 | DA | 10,000 | \$363,566.29 | yes | WORK IN PROGRESS | 06/25/2013 | 3 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 777.77 | DA | 30,000 | \$1,137,225.66 | yes | WORK IN PROGRESS | 06/25/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 666.66 | DA | 5,000 | \$194,079.90 | yes | WORK IN PROGRESS | 06/25/2013 | 2 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 999.99 | COR v2 | 7 | \$1,150.00 | yes | PENDING REVIEW | 06/19/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 999.99 | COR v1 | 6 | \$1,400.00 | yes | SENT TO MAINFRAME | 06/11/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 999.99 | DA | 5,987 | \$898,050.00 | yes | SENT TO MAINFRAME | 06/05/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 999.99 | PU | 1,200 | \$120,000.00 | yes | SENT TO MAINFRAME | 04/18/2013 | 4 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <div> <div>Records per page: 100</div> <div>Records: 1 - 7 of 7 - Pages: 1</div> </div> | | | | | | | | | | |

8B. Click on any number under the 'Docs' column to go to the 'Document Detail' page.

| Inbox NOTE: The checkbox to submit the file will be disabled until all four (4) legal documents are uploaded along with a valid data file | | | | | | | | | | |
|---|----------|-----------|-----------|----------------|-------|------------------|-------------|------|--|-----------------------|
| <div> Open Search Panel Submit Refresh </div> | | | | | | | | | | |
| <div> <div>Records: 1 - 7 of 7 - Pages: 1</div> </div> | | | | | | | | | | |
| Fiscal Year | Agency # | File Type | TXN Count | Total DA AMT | Valid | Status | Upload Date | Docs | Report | Action |
| <input type="checkbox"/> 2013 | 888.88 | DA | 10,000 | \$363,566.29 | yes | WORK IN PROGRESS | 06/25/2013 | 3 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 777.77 | DA | 30,000 | \$1,137,225.66 | yes | WORK IN PROGRESS | 06/25/2013 | 0 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |
| <input type="checkbox"/> 2013 | 666.66 | DA | 5,000 | \$194,079.90 | yes | WORK IN PROGRESS | 06/25/2013 | 2 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Check Out Delete |

8C. The 'Document Detail' page shows the details of your document(s) and displays the **Required Legal Documents** and **Supporting Document** tables. Click the **link(s)** under the **Document Type** column to display the document. Click the **Back** button to go back to the Inbox.

NOTE: The **Required Legal Documents** table will be displayed regardless of whether documents are uploaded or not. However, the Supporting Document table will only appear if an Engineer/Miscellaneous report is uploaded.

InboxUpload FileDocument ManagementUpload Document

Document Detail

Back

Fiscal Year 2013
Agency Number 888.88
Bill Description LA County test account
File Type Direct Assessment File
File Name DA_2013_88888.txt

Required Legal Documents

| Document Type | Status | Comment | Uploaded By | Uploaded Date | Updated By | Updated Date |
|--|--------------------|------------------------|--------------|---------------|---------------------|--------------|
| Agency Information Sheet | Pending for Review | | User, Agency | 06/26/2013 | | |
| Billing Agreement | Denied | Missing Account Number | User, Agency | 06/25/2013 | Supervisor, Auditor | 06/26/2013 |
| Data Transmittal | Not Uploaded | | | | | |
| Resolution/Ordinance | Approved | | User, Agency | 06/25/2013 | Supervisor, Auditor | 06/26/2013 |

Supporting Document


| Document Type | Status | Comment | Uploaded By | Uploaded Date | Updated By | Updated Date |
|-------------------------------|--------------------|---------|--------------|---------------|------------|--------------|
| Engineer/Misc | Pending for Review | | User, Agency | 06/27/2013 | | |

NOTE: Listed below are **descriptions of the Document Detail** page.

| | |
|----------------------|--|
| Document Type | List of the four required legal documents and supporting documents. |
| Status | Not Uploaded, Pending Review, Approved, Denied and Not Required . Not Required status only applies to a few agency account numbers that are not required to submit a Billing Agreement. These agencies will only need to submit the other three legal documents. |
| Comment | Reasons for documents denied by the Auditor. |
| Uploaded By | Displays the name of the person that uploaded the first document. |
| Uploaded Date | Displays the date the first document was uploaded. |
| Updated By | Displays the name of person that last uploaded a later document or updated the status. |
| Updated Date | Displays the date of the last upload or update. |

8D. The 'Document Management' page is another method of checking documents in a list format. The documents are automatically sorted by Agency number. This page has a delete function in case you need to delete and re-upload document(s) that have been denied.

NOTE: The Delete function is disabled on approved documents. Contact the Auditor staff if you need to delete an approved document; they must update the status to 'denied' before you can delete.



DAWeb

Auditor Controller

v 2.2.3.2

Welcome, Agency User

Options | Log Out | Help

[Inbox](#)
[Upload File](#)
[Document Management](#)
[Upload Document](#)

Document Management

[Open Search Panel](#)
[Export to Excel](#)
[Refresh](#)

Records: 1 - 16 of 16 - Pages: 1

Drag a column header here to group by that column.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|---------------------------|--------------------|---|------------------------------|------------------------|
| 2013 | 666.66 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 666.66 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Billing Agreement | Denied | Missing Account Number | View History | Delete |
| 2013 | 888.88 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Agency Information Sheet | Pending for Review | | View History | Delete |
| 2013 | 888.88 | LA County test account | Engineer/Misc | Pending for Review | | View History | Delete |
| 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures | View History | Delete |
| 2013 | 999.98 | LA County test account | Resolution/Ordinance | Pending for Review | | View History | Delete |
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v2 | Denied | Wrong File Type; Missing Required Signatures | View History | Delete |
| 2013 | 999.99 | LA County test account | Billing Agreement | Approved | | View History | Delete |

8E. Click the **View** link under the **Report** column link to display the uploaded document.

Inbox

Upload File

Document Management

Upload Document

Document Management

Open Search Panel

Export to Excel

Refresh

Records: 1 - 16 of 16 - Pages: 1

Drag a column header here to group by that column.

| Fiscal Year | Agency # | ▼ Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|---------------------------|----------|---|--------------|--------|
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v2 | Denied | Wrong File Type; Missing Required Signatures | View History | Delete |

8F. To track the history of the document, click the History link.

Inbox

Upload File

Document Management

Upload Document

Document Management

Open Search Panel

Export to Excel

Refresh

Records: 1 - 16 of 16 - Pages: 1

Drag a column header here to group by that column.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|---------------------------|----------|---|--------------|--------|
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v2 | Denied | Wrong File Type; Missing Required Signatures | View History | Delete |

8G. Shown below is the **Document History** page. To go back to the Document Management page, click the **Back** button.

Inbox
Upload File
Document Management
Upload Document

Document History

Back

Fiscal Year: 2013

Agency #: 999.99

Bill Description: LA County test account

Document: Data Transmittal [View Document](#)

Document History

| Version | History/Status | Comment | Updated By | Updated Date |
|-------------------|--------------------------------|--|---------------------|--------------|
| 3 | Document has been denied | Wrong File Type Missing Required Signatures | Supervisor, Auditor | 06/25/2013 |
| 3 | Document is pending for review | | User, Agency | 06/24/2013 |
| 2 | Document has been deleted | | User, Agency | 06/24/2013 |
| 2 | Document is pending for review | | User, Agency | 06/20/2013 |
| 1 | Document has been deleted | | User, Agency | 06/20/2013 |
| 1 | Document is pending for review | | User, Agency | 06/19/2013 |

Records: 1 - 7 of 7

8H. To delete a document with a '**Denied**' or '**Pending Review**' status, click the **Delete** link.

NOTE: The Delete function is disabled on approved documents. Contact the Auditor staff if you need to delete an approved document. They must update the status to 'Denied' before you can delete your document.

Inbox
Upload File
Document Management
Upload Document

Document Management

Open Search Panel
Export to Excel
Refresh

Records: 1 - 16 of 16 - Pages: << < 1 > >>

Drag a column header here to group by that column.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|---------------------------|----------|---|------------------------------|------------------------|
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v2 | Denied | Wrong File Type; Missing Required Signatures | View History | Delete |

8I. A pop-up message will appear to confirm the delete. Click **OK** or **Cancel**.

The screenshot shows the 'Document Management' interface. A yellow confirmation dialog box is centered on the screen, asking: 'Are you sure you want to delete the following document? Agency #: 999.99 Document: Data Transmittal'. Below the text are two buttons: 'Ok' and 'Cancel'. In the background, a table lists documents for 'LA County test account' (Agency #: 999.99). The table has columns for Fiscal Year, Agency #, Bill Description, Document, Status, and Action. The document 'Data Transmittal - COR v2' is marked as 'Denied' and has a red error message: 'Wrong File Type; Missing Required Signatures'.

| Fiscal Year | Agency # | Bill Description | Document | Status | Action |
|-------------|----------|------------------------|---------------------------|----------|---------------------|
| 2013 | 999.99 | LA County test account | | | View History Delete |
| 2013 | 999.99 | LA County test account | | | View History Delete |
| 2013 | 999.99 | LA County test account | | | View History Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | View History Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | View History Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | View History Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v2 | Denied | View History Delete |


8J. The Data Transmittal for agency number 999.99 has been deleted from the list. **Upload a corrected document.**

The screenshot shows the 'Document Management' interface after the deletion. The table now lists 6 documents. The document 'Data Transmittal - COR v1' is highlighted with a red box. The table has columns for Fiscal Year, Agency #, Bill Description, Document, Status, Comment, and Action.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Action |
|-------------|----------|------------------------|---------------------------|----------|---------|---------------------|
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History Delete |
| 2013 | 999.99 | LA County test account | Billing Agreement | Approved | | View History Delete |

8K. Click, drag and drop each column header to the area indicated in the example below to group by that column. The example below places a line break between each agency number and makes the page easier to look at. **Click, drag and drop the header back down before proceeding to the next step.**

NOTE: The **Comment**, **Report** and **Action** headers cannot be dragged to the top.



DAWeb

Auditor Controller
v 2.2.3.2
Options | Log Out | Help
Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Document Management

Open Search Panel
Export to Excel
Refresh

Records: 1 - 15 of 15 - Pages: 1

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-----------------------------|----------|------------------------|---------------------------|--------------------|-----------------------------|--------------|--------|
| <div>Agency #</div> | | | | | | | |
| <div>Agency #: 666.66</div> | | | | | | | |
| 2013 | 666.66 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| 2013 | 666.66 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| <div>Agency #: 888.88</div> | | | | | | | |
| 2013 | 888.88 | LA County test account | Billing Agreement | Denied | Missing Account Number | View History | Delete |
| 2013 | 888.88 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Agency Information Sheet | Pending for Review | | View History | Delete |
| 2013 | 888.88 | LA County test account | Engineer/Misc | Pending for Review | | View History | Delete |
| <div>Agency #: 999.98</div> | | | | | | | |
| 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures | View History | Delete |
| 2013 | 999.98 | LA County test account | Resolution/Ordinance | Pending for Review | | View History | Delete |
| <div>Agency #: 999.99</div> | | | | | | | |
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View | |

- 8L. Multiple grouping can be done. For example, click, drag and drop the Document header followed by the Status header to sort by document and status.

Inbox

Upload File

Document Management

Upload Document

Document Management

Open Search Panel

Export to Excel

Refresh


Records: 1 - 15 of 15 - Pages: 1

Document

Status

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------------------------------|----------|------------------------|---------------------------|--------------------|-----------------------------|--------------|--------|
| Document: Agency Information Sheet | | | | | | | |
| Status: Approved | | | | | | | |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| Status: Pending for Review | | | | | | | |
| 2013 | 888.88 | LA County test account | Agency Information Sheet | Pending for Review | | View History | Delete |
| Document: Billing Agreement | | | | | | | |
| Status: Approved | | | | | | | |
| 2013 | 666.66 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| Status: Denied | | | | | | | |
| 2013 | 888.88 | LA County test account | Billing Agreement | Denied | Missing Account Number | View History | Delete |
| 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures | View History | Delete |
| Document: Data Transmittal - COR v1 | | | | | | | |
| Status: Approved | | | | | | | |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| Document: Data Transmittal - DA | | | | | | | |
| Status: Approved | | | | | | | |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| Document: Data Transmittal - PU | | | | | | | |
| Status: Approved | | | | | | | |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| Document: Engineer/Misc | | | | | | | |
| Status: Approved | | | | | | | |

8M. Click the **Comment** header twice to sort all of the denied documents to the top of the list. This is a useful way to group all of the documents that you need to delete and re-upload.



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Inbox
Upload File
Document Management
Upload Document

Document Management

Open Search Panel
Export to Excel
Refresh

Records: 1 - 15 of 15 - Pages: 1

Drag a column header here to group by that column.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|---------------------------|--------------------|-----------------------------|--------------|--------|
| 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures | View History | Delete |
| 2013 | 888.88 | LA County test account | Billing Agreement | Denied | Missing Account Number | View History | Delete |
| 2013 | 666.66 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| 2013 | 666.66 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Agency Information Sheet | Pending for Review | | View History | Delete |
| 2013 | 888.88 | LA County test account | Engineer/Misc | Pending for Review | | View History | Delete |
| 2013 | 999.98 | LA County test account | Resolution/Ordinance | Pending for Review | | View History | Delete |

Records per page: 100
Records: 1 - 15 of 15 - Pages: 1

8N. The **Open Search Panel** can be used to search for a specific **Agency Number** or it can be used in conjunction with an asterisk (*). For example, click the **Open Search Panel** button and enter 999.9* in the Agency Number box.

Document Management

Open Search Panel Export to Excel Refresh

Records: 1 - 15 of 15 - Pages: 1

Search Panel

Fiscal Year: 2013

Agency Number: 999.9*

Document Type: All

Status: All

Search Reset Close Search Panel

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------|----------------------|----------|------------------------|--------------|--------|
| 2013 | 888.88 | account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | account | Resolution/Ordinance | Denied | Missing Account Number | View History | Delete |
| 2013 | 888.88 | account | Resolution/Ordinance | Approved | | View History | Delete |

8O. Shown below is the search result for Agency Numbers 999.98 and 999.99.

Document Management

Open Search Panel Export to Excel Refresh

Records: 1 - 9 of 9 - Pages: 1

Drag a column header here to group by that column.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|---------------------------|--------------------|-----------------------------|--------------|--------|
| 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures | View History | Delete |
| 2013 | 999.98 | LA County test account | Resolution/Ordinance | Pending for Review | | View History | Delete |
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Billing Agreement | Approved | | View History | Delete |

Records per page: 100

Records: 1 - 9 of 9 - Pages: 1

8P. To go back to the full list, click the **Reset** button.

The screenshot shows the 'Document Management' interface. At the top, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below the tabs, there are buttons for 'Open Search Panel', 'Export to Excel', and 'Refresh'. The 'Search Panel' is open, showing filters for 'Fiscal Year' (2013), 'Agency Number' (999.9*), 'Document Type' (All), and 'Status' (All). The 'Reset' button is highlighted with a red box. The main table displays a list of documents with columns for 'Status', 'Comment', 'Report', and 'Action'. The table shows records 1 through 9 of 9.

| Status | Comment | Report | Action |
|--------------------|-----------------------------|--------------|--------|
| Denied | Missing Required Signatures | View History | Delete |
| Pending for Review | | View History | Delete |
| Approved | | View History | Delete |
| Approved | | View History | Delete |
| Approved | | View History | Delete |

8Q. To search by document type, select the following on the **Document Type** drop down box: **Billing Agreement, Resolution/Ordinance, Agency Information Sheet, Data Transmittal or Engineer/Misc.**

The screenshot shows the 'Document Management' interface. At the top, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below the tabs, there are buttons for 'Open Search Panel', 'Export to Excel', and 'Refresh'. The 'Search Panel' is open, showing filters for 'Fiscal Year' (2013), 'Agency Number', 'Document Type' (All), and 'Status'. The 'Document Type' dropdown menu is open, showing options: 'All', 'Billing Agreement', 'Resolution/Ordinance', 'Agency Information Sheet', 'Data Transmittal', and 'Engineer/Misc'. The 'Reset' button is highlighted with a red box. The main table displays a list of documents with columns for 'Status', 'Comment', 'Report', and 'Action'. The table shows records 1 through 15 of 15.

| Status | Comment | Report | Action |
|--------------------|-----------------------------|--------------|--------|
| Approved | | View History | Delete |
| Approved | | View History | Delete |
| Denied | Missing Account Number | View History | Delete |
| Approved | | View History | Delete |
| Pending for Review | | View History | Delete |
| Pending for Review | | View History | Delete |
| Denied | Missing Required Signatures | View History | Delete |

8R. To search by document status, select the following on the **Status** drop down box: **Pending for Approval, Approved or Denied.**

The screenshot shows the 'Document Management' interface. At the top, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below the tabs, there are buttons for 'Open Search Panel', 'Export to Excel', and 'Refresh'. The 'Search Panel' is open, showing a form with the following fields: 'Fiscal Year' (2013), 'Agency Number' (empty), 'Document Type' (All), and 'Status' (All). The 'Status' dropdown menu is open, showing options: 'All', 'Pending for Approval', 'Approved', and 'Denied'. The 'Search' button is also visible. In the background, a table of records is partially visible, showing columns for 'Status', 'Comment', 'Report', and 'Action'.

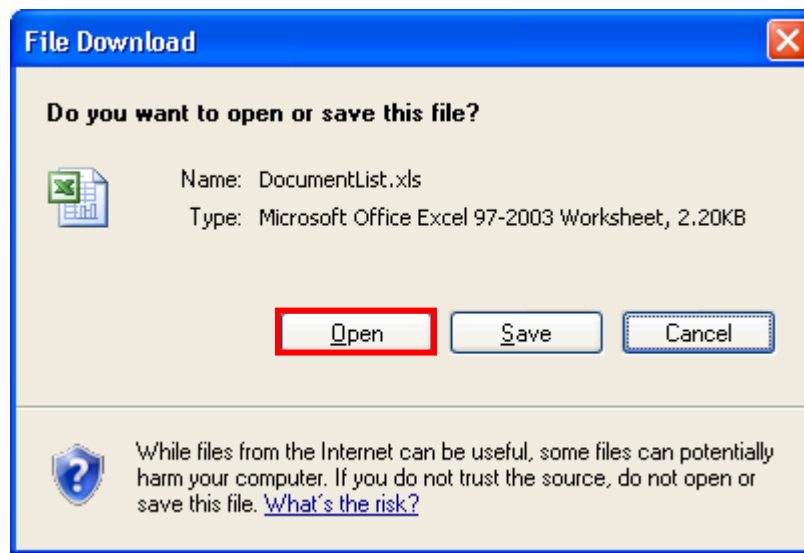
| Status | Comment | Report | Action |
|--------------------|------------------------|--------------|--------|
| Approved | | View History | Delete |
| Approved | | View History | Delete |
| Denied | Missing Account Number | View History | Delete |
| Approved | | View History | Delete |
| Pending for Review | | View History | Delete |

8S. To convert the document list to Excel, click the **Export to Excel** button.

The screenshot shows the 'Document Management' interface. At the top, there are tabs for 'Inbox', 'Upload File', 'Document Management', and 'Upload Document'. Below the tabs, there are buttons for 'Open Search Panel', 'Export to Excel', and 'Refresh'. The 'Export to Excel' button is highlighted with a red box. Below the buttons, there is a table of records. The table has columns for 'Fiscal Year', 'Agency #', 'Bill Description', 'Document', 'Status', 'Comment', 'Report', and 'Action'.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|--------------------------|--------------------|-----------------------------|--------------|--------|
| 2013 | 666.66 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| 2013 | 666.66 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Billing Agreement | Denied | Missing Account Number | View History | Delete |
| 2013 | 888.88 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Agency Information Sheet | Pending for Review | | View History | Delete |
| 2013 | 888.88 | LA County test account | Engineer/Misc | Pending for Review | | View History | Delete |
| 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures | View History | Delete |

8T. Click the **Open** button to view the file.




8U. Shown below is the document list in **Excel**.

NOTE: Under the 'Agency #' column, leading and/or ending zeros will be dropped.

A screenshot of the Microsoft Excel application window. The title bar says "DocumentList[1].xls - Microsoft Excel". The ribbon shows "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", "View", and "Developer". The "Home" ribbon is active, showing "Clipboard", "Font", "Alignment", "Number", "Styles", "Cells", and "Editing" groups. The formula bar shows "D24". The worksheet contains a table with 7 columns: Fiscal Year, Agency #, Bill Description, Document, Status, and Comment. The data rows are numbered 1 through 16. The "Agency #" column contains values like 666.66, 888.88, and 999.99. The "Status" column contains values like "Approved", "Denied", and "Pending for Review". The "Comment" column contains text like "Missing Account Number" and "Missing Required Signatures".

| | A | B | C | D | E | F |
|----|-------------|----------|------------------------|---------------------------|--------------------|-----------------------------|
| | Fiscal Year | Agency # | Bill Description | Document | Status | Comment |
| 1 | | | | | | |
| 2 | 2013 | 666.66 | LA County test account | Billing Agreement | Approved | |
| 3 | 2013 | 666.66 | LA County test account | Resolution/Ordinance | Approved | |
| 4 | 2013 | 888.88 | LA County test account | Billing Agreement | Denied | Missing Account Number |
| 5 | 2013 | 888.88 | LA County test account | Resolution/Ordinance | Approved | |
| 6 | 2013 | 888.88 | LA County test account | Agency Information Sheet | Pending for Review | |
| 7 | 2013 | 888.88 | LA County test account | Engineer/Misc | Pending for Review | |
| 8 | 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures |
| 9 | 2013 | 999.98 | LA County test account | Resolution/Ordinance | Pending for Review | |
| 10 | 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | |
| 11 | 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | |
| 12 | 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | |
| 13 | 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | |
| 14 | 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | |
| 15 | 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | |
| 16 | 2013 | 999.99 | LA County test account | Billing Agreement | Approved | |

- 8V. Click the **Refresh** button periodically to update the **Status** and **Comment** columns. The Status and Comment columns will not update if you are in the Document Management page while the Auditor is updating the status of your documents and comments.



DAWeb

Auditor Controller
v2.2.3.3
Options | Log Out | Help
Welcome, Agency User

Inbox
Upload File
Document Management
Upload Document

Document Management

Open Search Panel
Export to Excel
Refresh

Records: 1 - 15 of 15 - Pages: 1

Drag a column header here to group by that column.

| Fiscal Year | Agency # | Bill Description | Document | Status | Comment | Report | Action |
|-------------|----------|------------------------|---------------------------|--------------------|-----------------------------|------------------------------|------------------------|
| 2013 | 666.66 | LA County test account | Billing Agreement | Approved | | View History | Delete |
| 2013 | 666.66 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Billing Agreement | Denied | Missing Account Number | View History | Delete |
| 2013 | 888.88 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 888.88 | LA County test account | Agency Information Sheet | Pending for Review | | View History | Delete |
| 2013 | 888.88 | LA County test account | Engineer/Misc | Pending for Review | | View History | Delete |
| 2013 | 999.98 | LA County test account | Billing Agreement | Denied | Missing Required Signatures | View History | Delete |
| 2013 | 999.98 | LA County test account | Resolution/Ordinance | Pending for Review | | View History | Delete |
| 2013 | 999.99 | LA County test account | Resolution/Ordinance | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Agency Information Sheet | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - DA | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Engineer/Misc | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - PU | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Data Transmittal - COR v1 | Approved | | View History | Delete |
| 2013 | 999.99 | LA County test account | Billing Agreement | Approved | | View History | Delete |

Records per page: 100
Records: 1 - 15 of 15 - Pages: 1

UPLOAD EXEMPT PARCELS FILE

State Parcel Tax Reporting – Assembly Bill 2109

The Auditor-Controller will be reporting on behalf of all County direct assessment agencies that are levying parcel taxes. Only these agencies will be granted access to upload their Exempt Parcels file during the Direct Assessment season (**July 1 to mid September**) to DAWeb.

Perform the following steps to upload the Exempt Parcels file:

9A. To upload an Exempt Parcels file, click the **Upload File** tab.

The screenshot shows the DAWeb interface with the following elements:

- Tabs: **Inbox**, **Exempt Parcels**, **Upload File** (highlighted with a red box), **Document Management**, **Upload Document**.
- Section Header: **Exempt Parcels**
- Buttons: **Open Search Panel**, **Refresh**
- Table Header:

| Fiscal Year | Agency # | TXN Count | Total DA AMT | Valid | Uploaded Date | Report | Action |
|-------------|----------|-----------|--------------|-------|---------------|--------|--------|
|-------------|----------|-----------|--------------|-------|---------------|--------|--------|
- Table Body:

There are no records available.
- Footer: **Records per page:** 100 (dropdown), **Records:** 0 - 0 of 0 - **Pages:** 1 (navigation controls)

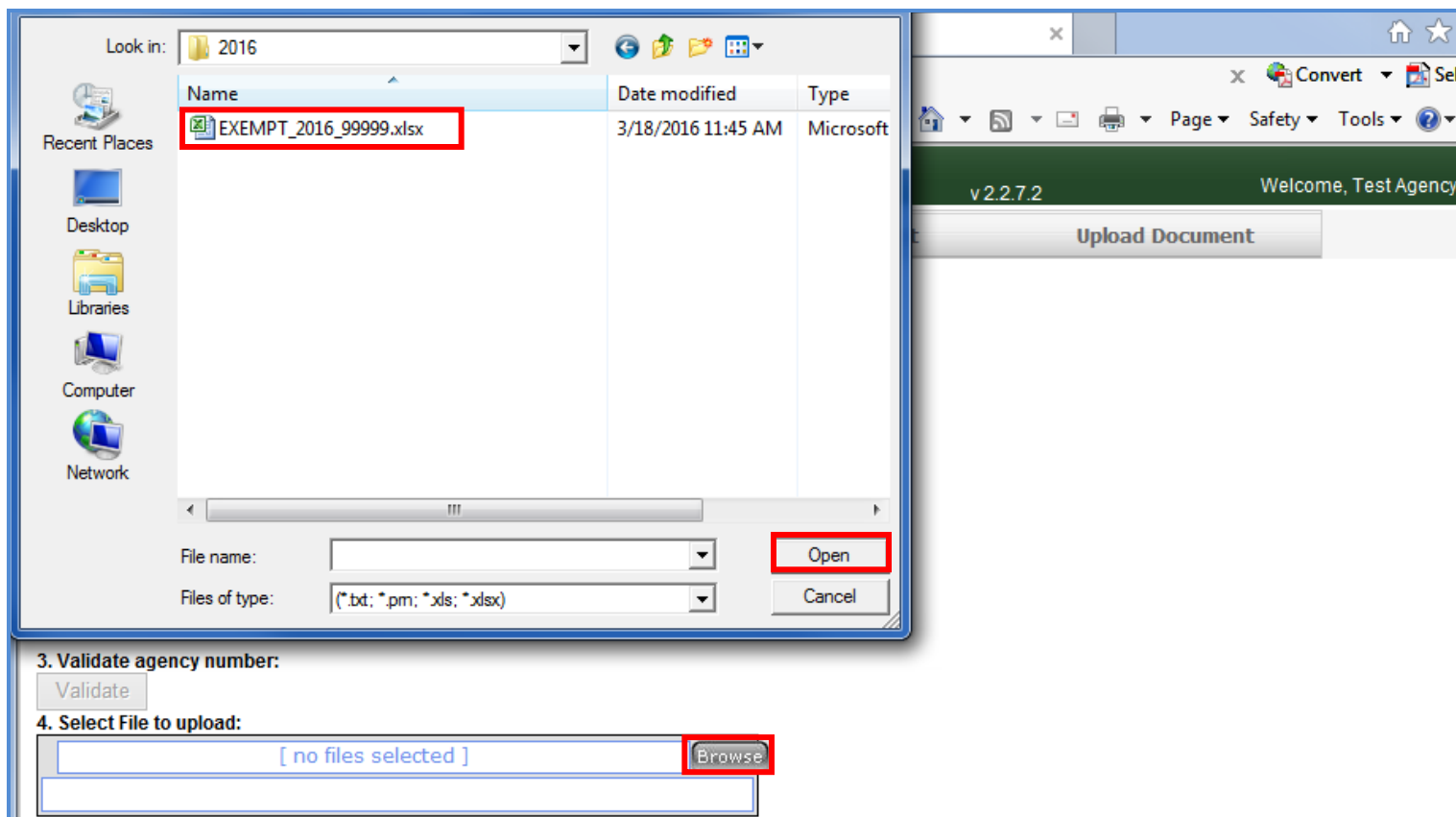
9B. Perform the following upload steps:

1. Select **Exempt Parcels File**.
2. **Enter Agency number** to upload. Agency number must be 5 digits and in 2 decimal format.
3. Click the **Validate** button and steps 4 and 5 will appear.

The screenshot shows the 'Upload File' form with the following steps:

- 1. Select File Type:**
 - ☐ Direct Assessment File
 - ☐ Public Utility File
 - ☐ Correction File
 - ☒ **Exempt Parcels File - 2016 files only** (highlighted with a red box)
- 2. Enter agency number to upload:**
 - Input field: **999.99** (highlighted with a red box)
 - Text: Must be 5 digits and in 2 decimal format (xxx.xxx)
- 3. Validate agency number:**
 - Validate** button (highlighted with a red box)

- 9C. Click the **Browse** button in step 4, select a file to upload and click the **open** button or double-click on a file to upload.



- 9D. Move the cursor over the white file area to display the file name. If the file name is correct, then click the **Upload** button in step 5.

Upload File

1. Select File Type:

☐ Direct Assessment File

☐ Public Utility File

☐ Correction File

☒ Exempt Parcels File - 2016 files only

2. Enter agency number to upload:

999.99

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

Validate

4. Select File to upload:

EXEMPT_2016_99999.xlsx 114.21kB

Browse

5. Press upload:

(Note: Press on Reset to choose a new file type and agency number)

Upload Reset

Move the cursor over the white area to display the file name

9E. A **message** will pop up under the Upload button after the file loaded successfully. **To load additional file(s), click the Reset button and repeat steps 9B to 9D.**

Upload File

1. Select File Type:

☐ Direct Assessment File

☐ Public Utility File

☐ Correction File

☒ Exempt Parcels File - 2016 files only

2. Enter agency number to upload:

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

Successfully uploaded files:
EXEMPT_2016_99999.xlsx

9F. To view the uploaded file, click the **Exempt Parcels** tab.

Inbox

Exempt Parcels

Upload File

Document Management

Upload Document

Upload File

1. Select File Type:

☐ Direct Assessment File

☐ Public Utility File

☐ Correction File

☒ Exempt Parcels File

2. Enter agency number to upload:

Must be 5 digits and in 2 decimal format (xxx.xx)

3. Validate agency number:

Successfully uploaded files:
EXEMPT_2016_99999.xlsx

- 9G.** Listed below are **descriptions of the Exempt Parcels columns**. If Valid = 'no' then proceed to **Correct the Data File in Edit Mode** section (P. 53). Proceed to the next step if Valid = 'yes'.

Inbox

Exempt Parcels

Upload File

Document Management

Upload Document

Exempt Parcels

Open Search Panel

Refresh

1

2

3

4

5

6

Records: 1 - 1 of 1 - Page

7

8

| Fiscal Year | Agency # | TXN Count | Total DA AMT | Valid | Uploaded Date | Report | Action |
|-------------|----------|-----------|----------------|-------|---------------|---|----------------------------|
| 2016 | 999.99 | 5,590 | \$3,168,697.00 | yes | 04/20/2016 | <div>PCL CHG RPT Data Transmittal History/Detail Report</div> | <div>Edit Delete</div> |

Records per page: 100

Records: 1 - 1 of 1 - Pages:

| | | |
|---|----------------------|--|
| 1 | Fiscal Year | Fiscal Year for which the Agency Number was processed. |
| 2 | Agency # | Direct Assessment Agency Number assigned to each agency by the Auditor-Controller. |
| 3 | TXN Count | Total transaction count on the input file |
| 4 | Total DA AMT | Total assessment amount on the input file |
| 5 | Valid | Indicates if the file submitted is valid (Valid = 'yes') or invalid (Valid = 'no'). Invalid files must be fixed before proceeding. |
| 6 | Uploaded Date | Indicates the date the file was uploaded to DAWeb |
| 7 | Report | PCL CHG RPT: Generates the Parcel Change Report by clicking on the link. Data Transmittal: Generates the Data Transmittal by clicking on the link. History: Shows the status of the agency number throughout the DA process. Detail RPT: Generates the Detail Report by clicking on the link. |
| 8 | ACTION | Edit: Click the 'Edit' link to correct errors in the Edit mode. Delete: Click the 'Delete' link to delete the file from the Inbox. |

- 9H.** For a **valid** file, click the **PCL CHG RPT** link under the Report column to retrieve the Parcel Change Report. The report can be exported to PDF or Excel.

Inbox

Exempt Parcels

Upload File

Document Management

Upload Document

Exempt Parcels

Open Search Panel

Refresh

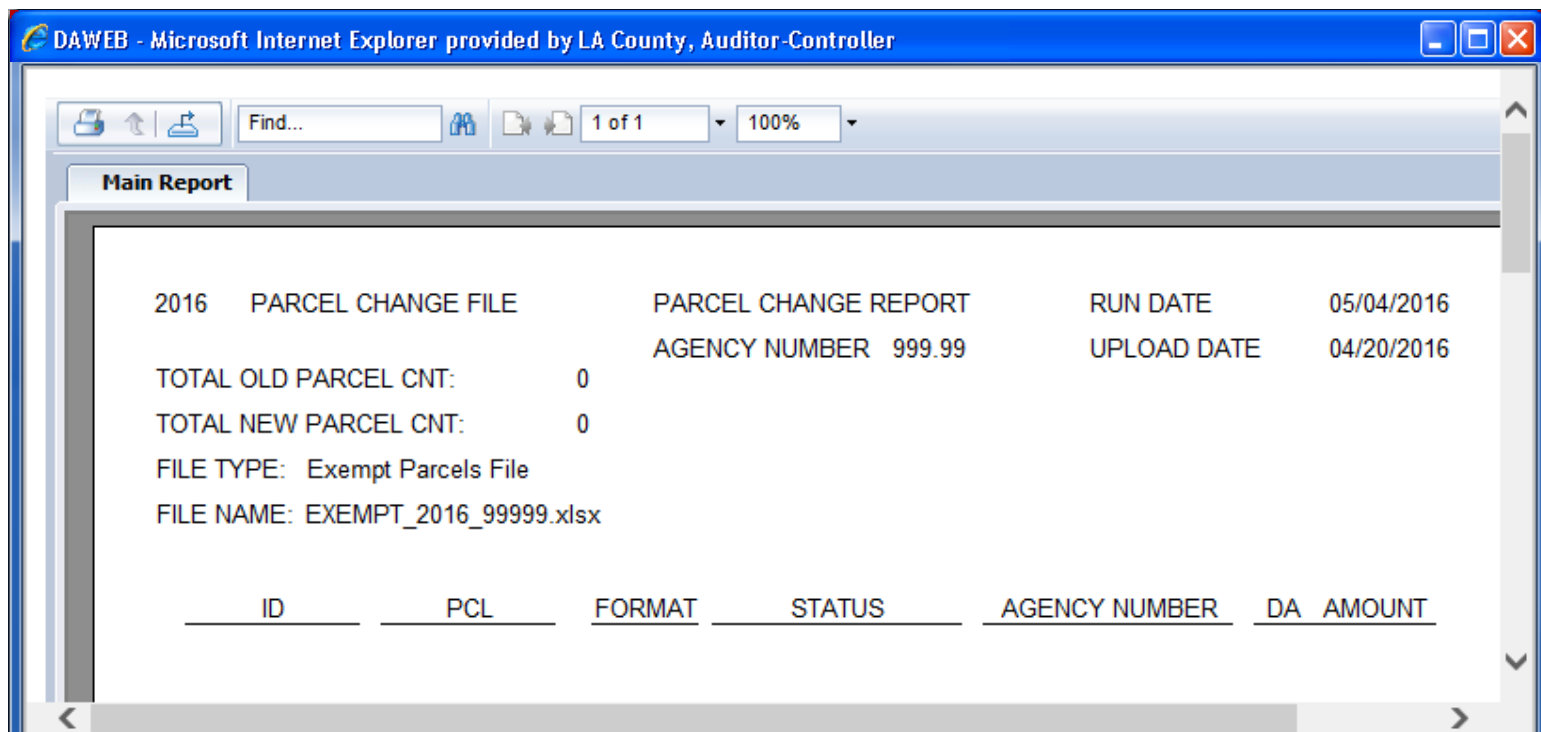
Records: 1 - 1 of 1 - Pages: 1

| Fiscal Year | Agency # | TXN Count | Total DA AMT | Valid | Uploaded Date | Report | Action |
|-------------|----------|-----------|----------------|-------|---------------|--|----------------|
| 2016 | 999.99 | 5,590 | \$3,168,697.00 | yes | 04/20/2016 | PCL CHG RPT Data Transmittal History/Detail Report | Edit Delete |

Records per page: 100

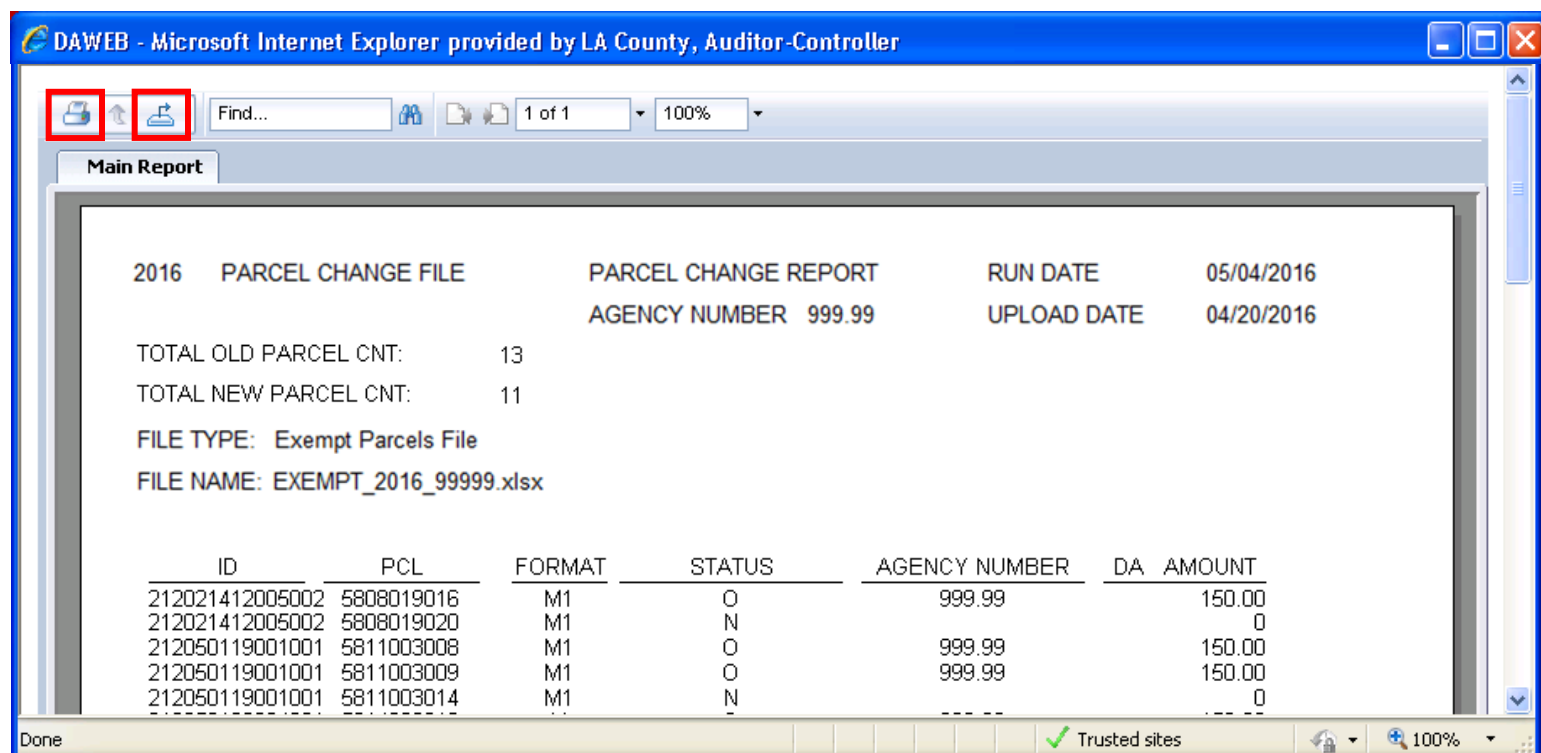
Records: 1 - 1 of 1 - Pages: 1

91. A blank **Parcel Change Report** means that there are no parcel changes for the selected file.



NOTE: Print or Export the Parcel Change Report if it is **not blank** and proceed with the following options:

| | |
|---|--|
| • Delete the current file from the Inbox and upload new file with parcel changes included in the file | Go to 'Create the Excel Input Data File' (P. 19) OR 'Create the Text Input Data File' (P. 28) |
| • Add new parcels and delete old parcels in Edit mode | Go to 'Correct the Data File in Edit Mode' (P. 53) |



- 9J. Click the **Data Transmittal** link under the **Report** column to verify the Total Exempt Parcel Count and Total Exempt Amount.

Exempt Parcels

Open Search Panel

Refresh

Records: 1 - 1 of 1 - Pages: 1

| Fiscal Year | Agency # | TXN Count | Total DA AMT | Valid | Uploaded Date | Report | Action |
|-------------|----------|-----------|----------------|-------|---------------|--|----------------|
| 2016 | 999.99 | 5,590 | \$3,168,697.00 | yes | 04/20/2016 | PCI CHG RPT Data Transmittal History/Detail Report | Edit Delete |

Records per page: 100

Records: 1 - 1 of 1 - Pages: 1

- 9K. The **Data Transmittal amounts must match** your expected totals. If they do not match then the input file should be reviewed to ensure all parcels are assessed properly. Re-up load a corrected file or make corrections to an existing file in '**Correct the Data File in Edit Mode**' section (P. 53).
- **Print** the Data Transmittal, **sign** and **date** it, **fill in all blanks**, **scan** it as a PDF.
 - **Upload** the signed Data Transmittal to DAWeb under the '**Engineer's/Misc. Report [Supporting doc]**' document type. To upload documents, go to '**Upload Legal Documents**' section (P. 74).

DAWEB - Microsoft Internet Explorer provided by LA County, Auditor-Controller

DATE: May 24, 2016

TO: Department of Auditor-Controller
Property Tax Services Division
Direct Assessment Unit
ATTN: Aquilla Ivery-Simmons

| | |
|----------------------------|---------------|
| FILE TYPE: | Exempt Parcel |
| AGENCY ACCOUNT NUMBER: | 999.99 |
| BILL DESCRIPTION: | |
| TOTAL EXEMPT AMOUNT: | 3,168,697.25 |
| TOTAL EXEMPT PARCEL COUNT: | 5,590 |

This is to certify that the Total Exempt Amount and Total Exempt Parcel Count for our Agency Account Number listed above are correct for the Fiscal Year 2016-2017.

| | | |
|---|-----------|-------------|
| Authorized By: | Signature | Date Signed |
| Name and Title: | | |
| If there are any problems relating to the data provided, please call: | | |
| Primary Contact: | | |
| Name and Title: | | |
| Phone Number: | | |
| Email Address: | | |
| Secondary Contact (if applicable): | | |
| Name and Title: | | |
| Phone Number: | | |
| Email Address: | | |

- 9L. Exempt Parcels files do not need to be submitted to the Auditor. The Auditor can see your file as soon as it is successfully uploaded and will disable your file from editing and deleting once the file is valid (Valid = 'yes') and a signed Data Transmittal is uploaded. Please contact **Aquilla Ivery-Simmons at (213) 893-2344** immediately if you need to edit or delete the file.

Inbox

Exempt Parcels

Upload File

Document Management

Upload Document

Exempt Parcels

Open Search Panel

Refresh

Records: 1 - 1 of 1 - Pages: << < 1 > >>

| Fiscal Year | Agency # | TXN Count | Total DA AMT | Valid | Uploaded Date | Report | Action |
|-------------|----------|-----------|----------------|-------|---------------|--|-----------------------------------|
| 2016 | 999.99 | 5,590 | \$3,168,697.00 | yes | 04/20/2016 | PCL CHG RPT Data Transmittal History/Detail Report | <div>Edit</div> <div>Delete</div> |

Records per page: 100

Records: 1 - 1 of 1 - Pages: << < 1 > >>